

Dear Applicant,

### **The Role of Creative Learning Manager at Macrobert Arts Centre**

Thank you for your interest in the role of Creative Learning Manager. Please find below recruitment information with details about Macrobert Arts Centre, the Job Description and Person Specification.

You can find details of all Macrobert's work, including our Live and Cinema programmes, at <http://macrobertartscentre.org/about/>. A Report specific to Creative Learning at Macrobert is also available as a separate download on our website in the Vacancies section <http://macrobertartscentre.org/about/arts-job-vacancies/>.

**To apply please send your completed Application Cover Sheet, your CV and a letter detailing how you meet the Person Specification and what you would bring to this role (up to 4 sides A4) to [jobs@macrobertartscentre.org](mailto:jobs@macrobertartscentre.org).**

Our ambition is to embed equalities practice in our everyday thinking in every part of the organisation and we actively encourage applications from all sectors of our community. We also ask that you complete and return our Equal Opportunities Monitoring Form. This form is for statistical purposes only and will be separated from your job application and destroyed once the data has been collated.

**Applications should be received on or before Thursday, 18 May 2017 at 5pm.**

**Interviews will be held at Macrobert Arts Centre in the week beginning 12 June 2017.**

If you would like any further information or an informal chat about the position, please email the address above with your preferred contact number and I will get back to you as soon as possible.

Yours faithfully



Julie Ellen  
Artistic Director

## **Background Information**

Macrobert Arts Centre presents a rich mix of live performance work including: theatre, dance, opera, music, entertainment and family shows; a curated cinema programme with commercial and art-house films; commissioned and curated visual art exhibitions from professionals, artists in further and higher education and from community participants; as well as an extensive learning and outreach programme.

The venue comprises a 460 seat theatre (Mainhouse), an 80 seat studio theatre & cinema (Playhouse), a 130 seat cinema (Filmhouse), two multi-purpose function rooms (Treehouse and Workhouse) and an exhibition space (Arthouse). Our activities are delivered principally at Macrobert Arts Centre with community outreach activities in the surrounding locality. Macrobert is an independent charity, with major funding from Creative Scotland and the University of Stirling.

The area Macrobert serves spans Stirling, Clackmannanshire and Falkirk local authorities with a combined population of 302,650, plus parts of West Fife and West Perthshire. Socio Economic Groups A and B make up 26% of the population but there are high concentrations of deprivation, worklessness and some of the poorest health statistics in Scotland.

As the Arts Centre sits on the University of Stirling campus, which has a high proportion of vocational courses including Sports, Nursing, Social Work and Social Policy, we have a key opportunity to reach a particularly diverse local community. For example, 20% of University of Stirling students are from overseas and more than 120 nationalities are represented on campus (Source: [www.stir.ac.uk](http://www.stir.ac.uk)).

An independent company limited by guarantee with OSCR charitable status, Macrobert's governance is delivered by a group of Directors, Kerry Bryson, Natalie Ibu, Liam McCabe, Andrew Panton, Neil Roden, and Eileen Schofield, with Alan Simpson OBE as Chair. Three Director's places are nominated by the University of Stirling, which is a Member of the organisation.

The majority of grant funding comes from being a Creative Scotland Regular Funded Organisation (2015 to 2018) and from a University of Stirling annual grant.

**Macrobert Arts Centre's vision is to be a leading cultural asset developing social capital by making active connections with people, communities and ideas for entertainment, well-being and understanding. To realise our vision between now and 2021 we have set a series of Aims to:**

- Explore questions and ideas that are of compelling interest to our life and times through a range of art forms and activities;
- Offer a vibrant, attractive programme of the best quality Comedy, Dance, Entertainment, Family, Local, Music, Musical, Participatory and Theatre performances;
- Be a major regional centre for Film Exhibition where people can enjoy, learn about and make film;
- Curate and commission Visual Art exhibitions and experiences which the public can visit, participate in or encounter;
- Deliver creative learning and participation activities for people of all ages and backgrounds, across our full range of art forms;
- Give artists and our audiences access to innovative, rigorously proven ideas from research findings through artistic projects;
- Increase our income potential to ensure resilience and to facilitate the future growth of the organisation;
- Enhance existing and develop new partnerships to deliver the programmes and attract audiences and participants.

Four underlying values have helped shape our organisational strategy and underpin all our activities.

**Equalities, Diversity and Inclusion**, how we reach out to a diverse range of communities, removing barriers to access and making sure our staff are fully trained and up to date with legislation and practices ensuring they are there to help. **Creative Learning** is core to our business, using our multiple artforms to engage with participants of all ages, and we offer a structured progression of skills development from pre-school to senior adults. Our **Environmental** strategy commits the operation of the organisation to be increasingly sustainable and ethical, whilst also encouraging our audiences to become more environmentally reflective. We use **Digital** tools to increase efficiency in operations and we will be an increasingly significant hub for future digital creative skills as part of Stirling City's planned development as a digital centre of excellence.

### **Going Forward**

Macrobert Arts Centre is in the early stages of a new phase of its life, where all that the arts and artists have to offer to our lives is made more accessible through the choices of work, the communication about the work and the many and varied opportunities to get more out of the programme.

Our way of presenting activities around the work will encourage connectivity between everyone involved: the artists, the audience and the people who are Macrobert Arts Centre. We will be providing an informal platform for the many groups and organisations who are acting either to support the more vulnerable members of our society, or who work to join with those who are looking for greater social cohesion. Raising the visibility of these groups brings them to the attention of those who need or would like to be a part of them.

In a world awash with information, much of which is directed towards us with commercial motives, it is important and inspiring to have access to the ideas of others. The ideas and provocations of artists will be made fully available to our audiences. The artists will have access to the thinking of Researchers and be encouraged to share the ideas arising from research with the wider public.

Our journey will start with the many types of arts and activities we deliver and how best to give people access to what the arts can do.

### **Funding**

Our major funding sources are Creative Scotland and the University of Stirling. Our Creative Learning activity is well-supported by an established and growing number of trusts and foundations. The post of Creative Learning manager is 50% funded by the Robertson Trust for the coming two years. We have secured funding to continue our existing New Creative Voices provision over the coming three years (BBC Children in Need), and to expand this provision by recruiting an additional member of New Creative Voices staff (Young Start). Our dementia-friendly provision was developed with support from Awards for All and the RS Macdonald Charitable Trust, and is funded for the year ahead by the Postcode Community Trust. Other support is provided thanks to trusts including the Gordon Fraser Charitable Trust and the Heritage Lottery Fund.



**The following organisational aims are of particular relevance to the role of Creative Learning Manager**

- 1. Deliver Creative Learning and participation activities for people of all ages and backgrounds, across our full range of art forms.**

**The Creative Learning Manager will lead the development of our programme in the following ways:**

- Continue to develop our significant programme of regular classes across art forms and for people of all ages and backgrounds;
- Make schools a priority in the creation and provision of our creative learning programme;
- Design and deliver creative learning programmes in relation to our Conversations programme, with multiple partners;
- Enable creative learning programmes relating to the Live programme to address the curriculum needs of schools;
- Continue and develop the New Creative Voices programme, increasing dedicated staff capacity from 1 FTE to 2;
- In collaboration with Forth Valley College create and deliver an HND in theatre and digital audio-visual skills course;
- Manage the design and delivery of new, digital skills classes.

- 2. Exploring questions and ideas that are of compelling interest to our life and times through a range of art forms and activities.**

**The Creative Learning Manager will create and deliver activities towards our Conversations programme:**

Over the next three years Macrobert Arts Centre will take forward our innovative Conversations programme; each season (3 per year) we will work from a theme or central idea that is of compelling interest to our life and times. We will combine the strengths of all our programme areas; live performance, cinema, visual art and creative learning activities to contribute to this conversation. We will work with key partners so that the conversation reaches and includes those who have greatest interest in the themes and ideas and disseminate that dialogue through public discourse, digital media and exhibitions. Pivotal to this approach is a 'Key Piece' for each season: the main performance which drives forward the conversation.

- 3. Curate and commission Visual Art exhibitions and experiences, with which the public can visit, participate or encounter.**

**The Creative Learning Manager will contribute to the following activities as part of the Visual Art programming team:**

- We will present a range of exhibitions by experienced, emerging and community member artists which have their own clear identity as well as strengthen our overall programme;
- We will give the people in our region and professional artists access to quality, curated visual art experiences;
- We will exhibit work by 2 significant artists from Scotland per year;
- At least one exhibition will be for children and families;
- The exhibition space will be developed to increase capacity and flexibility;
- We will develop our partnership with the University of Stirling Art Collection to strengthen both of our programmes;
- Staff will take part in CPD in Gallery skills in collaboration with the University Art Curation programme to develop the standard of presentation in the Arthouse and beyond.

## Key Details

**Job Title:** Creative Learning Manager

**Reporting to:** Artistic Director (CEO)

**Line Manager for:** Creative Learning Officer, Drama Artist, Dance Artist (PT) and other Freelance Artists delivering Creative Learning activities.

### Principal purpose

Effectively lead and manage Macrobert's Creative Learning staff and activities, contributing to the realisation of the company's Vision through the successful delivery of the Business Aims.

**Hours of work:** Full-Time, 35 hour week. Flexibility will be required as there will be a need for some evening and weekend work.

**Salary:** Up to £26,100 - £28,100 per annum subject to experience.

**Holiday:** 30 days a year (including public holidays).

**Travel:** Attendance at meetings and events throughout the region and across Scotland will be required.

### Additional Employment Conditions:

For all staff working with children or vulnerable adults any offer of employment is subject to satisfactory checks or membership of the Protecting Vulnerable Groups (PVG) scheme. Further information is available in the Macrobert Arts Centre Child and Vulnerable Groups Protection Policies (available on request). Any offer of employment will also be subject to Macrobert Arts Centre compliance policies requiring evidence of eligibility to work in the UK and receipt of satisfactory references. Records relating to recruitment will be held in accordance with the Data Protection Act and Macrobert Arts Centre's Data Protection policy. Anonymised equal opportunity monitoring will be undertaken in all recruitment, with responses treated confidentially and not considered in the selection process.

### Description of the Role

The Creative Learning Manager will have overall responsibility to:

- Work as part of Macrobert Arts Centre's Management Team to deliver the Vision, Aims and Objectives;
- Manage and support the Creative Learning Staff Team;
- Be the strategic lead for Creative Learning, proposing ideas and building partnerships that will enhance Macrobert's reach and reputation;
- Ensure the effective delivery of Macrobert's Weekly Classes, Workshops and Holiday Activities;
- Contribute to the development of diverse audiences and participant groups for all activities;
- Build opportunities for engagement with Macrobert through outreach activities;
- Develop creative learning opportunities as part of Macrobert's Conversation's Programme;
- Co-ordinate creative learning activities by visiting companies in support of the Live programme;
- Partner with the Cinema Programmer to develop activities on learning about and making of film;
- Be part of the Visual Arts programming team;
- Act as lead Producer to our young performance companies (Drama and Dance);
- Co-ordinate the management of the Panto Young Cast for Macrobert's annual Pantomime;
- Effectively manage the Creative Learning Budget (with income targets and expenditure limits);
- Work with Development colleagues to fundraise for current and future costs and activities;
- Work with Marketing colleagues to ensure effective, timely promotion of learning activities;
- Create reports and lead the evaluation/monitoring of all Creative Learning activities;
- Recruit any new and freelance staff required to deliver the Creative Learning activities;
- Uphold, update and champion Macrobert's Child and Vulnerable Groups Policies;
- Be a champion for Equalities, Diversity and Inclusion;
- Attend Management, Diary & Planning and Venue and other meetings as required.

### **Person Specification**

The appointed candidate will have proven success in a creative learning or producing role in the arts, with the passion to play a key part in shaping and achieving the company's future success. They will have a positive attitude with a high level of self-motivation and the ability to lead an experienced team of staff with confidence: enjoying getting the best out of people whilst supporting them in their own development. They will understand the process of making performance to a high standard.

### **The Creative Learning Manager should be able to demonstrate:**

- Successful management experience (at least 2 years) in creative learning or community arts;
- Excellent knowledge of the community and performing arts field in Scotland and a wide and varied network of professional contacts and relationships;
- Experience of strategic and project development and delivery.
- Understanding of the nature and demands of operating within a multi-faceted arts organisation/venue;
- Practical understanding of the production and staging of live performance;
- Excellent interpersonal skills with people of all ages and backgrounds;
- Experience of leading and motivating a team, including recruitment and training;
- Success in the creation and submission of effective funding applications;
- A history of forming partnerships and delivering successful multi-partner projects;
- Experience of evaluating own work and of working with others to measure project impacts;
- Proven experience in budget planning and management;
- Excellent organisational and problem solving skills;
- Understanding of equalities, diversity and inclusion policy and practice;
- Knowledge of school, further and higher education policy, practice and curriculum developments;
- Excellent communication, IT, numeracy and presentation skills;
- Knowledge of relevant legal requirements and good practice in Child/Vulnerable Groups Protection and Health & Safety;
- Being a good self-motivator, having a flexible approach and being a creative thinker.

### **Desirable Qualities include**

Knowledge of the local community and demographics of Stirling and Forth Valley.

**Please see the Cover Letter for details of how to apply.**