

Job Description

Job Title:	Engagement Coordinator	Department:	Creative Engagement
Responsible To:	Producer – Deborah Dickinson	Salary:	£11,561
Location:	Pitlochry Festival Theatre	Position Type:	Permanent
Working Hours:	14 hours per week. Includes weekend and evening working.		
Key Relationships	Producer, Artistic Director, Associate Director, Assistant Production Manager, Freelance facilitators, and practitioners		
Context	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors. We are Scotland’s leading producer of musical theatre, a champion of ensemble practice and the country’s only rurally located, major arts organisation.</p> <p>Our home is a glorious 11-acre campus that includes the Explorers Garden. More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>Pitlochry Festival Theatre’s campus now comprises a 538 seat Main Auditorium, a 172 seat Studio theatre as well as our Amphitheatre located in the theatre grounds.</p>		
Purpose and Key Accountabilities	<p>Creative Engagement is a critical part of our work, and Pitlochry Festival Theatre aspires to create meaningful opportunities for the communities we serve.</p> <p>The Theatre runs regular activities including Youth Dance, Early Stages for 0–5-year-olds, The Theatre Show Choir and Drama Club at Pitlochry High School. We also run projects in schools, residential care homes and with asylum seekers and refugees.</p> <p>In liaison with the Producer and Associate Director, the Engagement Coordinator role will identify and develop education, community and outreach collaborations and relationships, build, and support creative engagement networks, create engagement opportunities, and deliver participation provision in line with Pitlochry Festival Theatre’s Engagement strategy.</p> <p>In collaboration with members of the Pitlochry Festival Theatre Creative Engagement team they will administer and manage engagement provision at the Theatre and out in our surrounding communities.</p> <p>We welcome applications from people of all backgrounds.</p>		

Key Tasks:	
Coordination and Delivery of	To deliver and administrate various aspects of Pitlochry Festival Theatre’s Engagement strategy for people of all ages based at the Theatre and in the community.



Pitlochry Festival Theatre | +44 (0)1796 484626

Registered Office: Port-Na-Craig, Pitlochry **PH16 5DR**
 Company Limited by Guarantee: Registered in Scotland **SC029243**
 Regulated by the Scottish Charity Regulator (OSCR) **SC013055**



Pitlochry Festival Theatre's Engagement Activity Programme	Support existing partnerships and identify and nurture new potential engagement partners to work and collaborate with.
	Work collaboratively with other Pitlochry Festival Theatre departments to identify and administer opportunities for work experience placements.
	To build, cultivate and maintain active relationships with schools, locally, regionally, and nationally.
	To support key engagement and participation activities that are part of Pitlochry Festival Theatre's engagement programme.
Financial	Contribute to funding applications which enable community engagement activities and longer-term projects.
	Work collaboratively with the Producer to help source and apply for funding to support and sustain certain initiatives.
Evaluation	Develop and maintain monitoring and evaluation systems including the collection of participation feedback and box office data.
	Responsible for the effective monitoring and evaluation of community engagement activity and projects, reporting outcomes both internally and externally as required.
Compliance	Ensure compliance with data protection.
Environmental	To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.
Health and Safety	To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.
	Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.
Other	To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.
	To always act in the best interests of the Theatre and in line with all company policies.
	Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation.
	Assist the Department with work experience placements, offering work shadow opportunities, training, and mentoring as required.
	Actively promote staff welfare, development, and training opportunities throughout the Theatre.

Person Specification

Our purpose and our values



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We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.
- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.

In everything we do we are creative and respectful and in every situation, we are collaborative and empowering.

Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment

The successful candidate will need to be able to demonstrate the following skills, experience, and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications and Knowledge	Knowledge of best practices when working with young people and vulnerable adults.	An understanding of and commitment to equal opportunities and making culture accessible to all.	Application / Interview
	Working knowledge of Microsoft packages, specifically Word, Power Point and Excel.		Application / Interview
	Experience of managing and delivering community engagement projects and activities with a theatre focus.		Application / Interview
	Experience of working with a wide range of people with diverse needs and developing outreach and/or partnership initiatives.	Knowledge of community groups and organisations in Perth and Kinross.	Application / Interview
	Experience of working with educational establishments and an understanding of the education system.		Application / Interview
	Experience of evaluation and reporting on projects.		Application / Interview



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Requirements	Essential	Desirable	Assessment Method
Skills and Abilities	Ability to deliver projects on time and within budget.		Application / Interview
	A pro-active and organised self-starter, who can take initiative and drive a project independently with minimum supervision, whilst working collaboratively as part of a team.		Application / Interview
	Excellent communication skills. Excellent interpersonal skills. Able to be flexible and adaptable.		Application / Interview
Personal qualities	An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success	An understanding of the Theatre's role within its wider communities	Application / Interview
	Team player with a 'can do' attitude, to support other team members and departments as and when required.	Passion for the arts	Application / Interview
	A keen eye for detail, and ability to problem solve. Organised and methodical approach to work.		Application / Interview
	Ability to prioritise workload to meet deadlines.		Application / Interview

Recruitment Timetable:

Deadline: 5pm, 9 December 2024

Interviews: 16 and 17 December 2024



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