



GLOBE EDUCATION – Gap Year post

Globe Education Assistant (Southwark Community Projects)

Job Description

This new post aims to give a school-leaver the experience of working in an arts/education organisation.

This post is suitable for a young person who has recently completed Sixth Form education, and is seeking to develop a career in arts or education administration and/or for someone interested in the ethos and running of a major international theatre centre. It will develop a school-leaver's administrative skills and will provide insights into the day-to-day organisation of a leading arts education department. This post also presents an opportunity to develop key skills including communication, team work, time management, prioritizing and organization. Through the observation of practical work, the postholder will also develop an understanding of the ethos of Community Projects and Globe Education.

The Globe Education Assistant (Southwark Community Projects) will parallel the work done by two other Gap Year posts who will have a similar position in the Courses and Events and Lively Action teams.

Background

Education is at the heart of the mission of the Shakespeare Globe Trust. Globe Education was founded in 1989 to ensure that an established programme of workshops, courses and events for people of all ages and nationalities was in place before the Globe Theatre opened in 1997. Over 80,000 people will have participated in Globe Education programmes in 2006; some meeting Shakespeare for the first time at the Globe; some coming to complement school study of Shakespeare; some teachers coming to discover more about Globe Education's practical approaches to teaching Shakespeare; some undergraduates and graduates joining a course for a term or a year; some members of the general public wishing to attend an evening lecture or event; some coming from Peckham, some from Beijing.

Globe Education Staff

Twenty-one members of full-time staff and three part-time staff are responsible for co-ordinating and managing the wide range of programmes for schools, universities and the general public. The staff is supported by a further sixty Globe Education Practitioners/Theatre Professionals who work for the department on a freelance basis. Globe Education works closely with members of the Theatre Department and, during the Theatre Season, involves members of the theatre company in its work. In addition Globe Education supports the work of the Shakespeare Globe Exhibition, although Globe Guides are not Globe Education employees.

Southwark Community Projects

Shakespeare's Globe is committed to providing a rich and sustainable education resource for the Southwark community. Globe Education's Community Projects are for the people who work, live and learn in the London borough of Southwark, the home of the Globe. Shakespeare and the Globe extends beyond our building, beyond school walls and into the streets and homes of Southwark. As Shakespeare dramatised social, political and emotional issues and asked questions about his community, so we encourage students to consider the same issues and questions about their own community through "play". Shakespeare's plays and characters provide a frame through which students can better understand themselves.

Practical sessions in school and at the Globe use Shakespeare to develop key skills and inspire imagination, creativity and discovery. Through participation and performance students develop confidence and self-esteem as expressive speakers, enquiring listeners and generous team players.

Teachers are a vital part of our work in the Community. We aim to develop sustainable, practical skills to support the creative practice of teachers in Southwark schools through project-specific CPD and working in partnership with Globe Education Practitioners.

Each year Globe Education seeks to create new partnerships within the Southwark Community and strengthen existing ones. We are also committed to finding new partners to support the extension of our work with the wider community of Southwark.

Line Management

The postholder will report to the Southwark Community Projects Manager.

Role and Responsibilities

Projects

S/he will assist the Southwark Community Projects Team in the delivery of all Southwark Community projects.

The postholder will build an understanding of the Southwark Community Projects work and its role within the Education department.

The postholder will be the Front-of-House contact for participants attending Southwark Community Projects at the Globe. S/he will welcome each group on arrival and monitor attendance.

S/he will liaise with Globe staff, students, teachers and Globe Education Practitioners to ensure the smooth running of Southwark Community Projects.

The postholder will create a weekly timetable of Southwark Community Projects sessions and meetings.

S/he will maintain systems and records relating to projects.

The postholder will assist with inputting scheduling information into the Artifax system (training provided).

S/he will support the administration of all Southwark Community Projects.

The postholder will prepare spaces for workshops and clear the space after each session, including setting up resources and refreshments if required.

The postholder will support other areas of the department as necessary.

The postholder will build an understanding of the work of the department and its role within the organisation.

Marketing

S/he will liaise with the Southwark Community Projects team to ensure that all Southwark Community Project information on the website is current and correct.

The postholder will monitor and up-date the on-site publicity material relating to Southwark Community Projects.

Finance

The postholder will assist the Southwark Community Projects Manager in maintaining finance systems and record-keeping for Southwark Community Projects.

Meetings

S/he will be a member of the Globe Education Focus Group which meets every two weeks; s/he will have weekly meetings with the Southwark Community Projects Manager; s/he will attend weekly Southwark Community Projects meetings; s/he will attend the monthly Globe Education staff meeting and the Shakespeare Globe Trust staff meetings.

Person Specification

Essential

- Excellent time management and organisational skills
- The ability to communicate effectively with a wide range of people
- The ability to respond rapidly to changing situations
- An interest in working with the general public
- An interest in the programming and running of Southwark Community Projects
- Discretion and tact
- The ability to work as part of a team
- A good working knowledge of Windows-based software (including Excel)
- An enthusiasm for Shakespeare and theatre in general

Conditions

[A full set of terms and conditions will be supplied with a contract of employment]

Salary: £8372.00 per annum
NB: This annual salary is in line with the Government minimum wage for eighteen-year-olds.

Hours: 40 hours per week including lunch breaks. There may be occasional unsociable hours for which time can be taken in lieu.

Holiday: The annual holiday leave is 25 days per calendar year plus Bank Holidays. Globe Education closes between Christmas and New Year and those days that are not Bank Holidays must be taken as part of annual leave.

Review: The post-holder will be on probation for the first three months at which point s/he will receive a formal review.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your work within the Shakespeare Globe Trust.

Details of all the projects and programmes listed above can be found on the Shakespeare's Globe website; www.shakespeares-globe.org