



Globe Education Projects Manager (Sabbatical Cover)

The Projects Manager will provide one year sabbatical cover for the Globe Education Projects and Development Manager who has been awarded a 2009/10 Clore Fellowship.

Line Management

The post holder will be part of the Learning team and will report to the Head of Learning.

The post holder will provide line management for the Projects Co-ordinator, *Playing Shakespeare* Researcher, freelance administrative staff and will support the Producer, *Playing Shakespeare* with the line management of creative teams working on Globe Education productions (including Directors, Designers, Choreographers, Production Managers, Stage Managers, Actors etc)

Background

Globe Education and its research activities are central to the primary purposes of The Shakespeare Globe Trust. Globe Education seeks to share the educational, academic and creative discoveries made at the Globe with people of all ages and nationalities.

Globe Education's programmes, projects and events reach c100, 000 students and members of the general public every year. The department is one of the largest Education departments in an arts organisation in the UK, currently employing 21 full time and 2 part time permanent staff, a team of 63 freelance practitioners and 4 freelance consultants.

The department was restructured in October 2008 to reflect Globe Education's three main areas and audiences: Learning, Public Events and Courses and Research.

Learning

The term learning is used to refer to all programmes and projects that engage with young people and their teachers and carers in formal and informal settings. These include workshops on site as part of the *Lively Action* programme, projects created with and for the Southwark Community and continuing professional development courses for teachers. Workshops and projects are delivered by a team of Globe Education Practitioners (please see Appendix for further details of these areas of work).

The Projects Manager and Projects Coordinator work within the learning team and are responsible for Globe Education's national and international projects that include the following:

Playing Shakespeare with Deutsche Bank

Launched in 2006, this flagship project for London schools includes a full-scale especially devised production of a Shakespeare play for Year 9 students complemented by in-school workshops and web resources. An accompanying research project is examining the impact of active approaches to Shakespeare on learning at KS3. Funding from Deutsche Bank has just been secured for a further three years and over 16,000 students from 100 London schools will receive free tickets to the production in March 2010.

Gosden House Residency

Globe Education has been working with staff and students at Gosden House School in Surrey since 2002 to explore and expand creative approaches to working with young people with Special Educational Needs. Every summer term, Globe Education Practitioners work with the whole school on a Shakespeare play that is performed in the grounds of Gosden House.

Shakespeare at His Playhouse

Shakespeare at His Playhouse (supported by Credit Suisse) is a Key Stage 2 project for schools in Tower Hamlets. Every year over 400 students are invited to participate in bespoke workshops at the Globe. Students are provided with an introduction to a Shakespeare play in the playhouse for which he wrote most of his plays.

A Day at the Globe (supported by Gresham College)

Over 600 AS/A2 level students from across London are provided with a full day of workshops and lectures at the Globe. The bespoke day of activities is designed to complement and support the study of a specific Shakespeare play at A' level.

Globe Lambeth Youth Theatre

The Globe Lambeth Youth Theatre is a one-year project for nominated students from secondary schools in Lambeth. The project is designed to encourage young people to develop life and social skills drawing on Shakespeare's plays and engaging in theatre based approaches to teaching and learning.

Outreach

Globe Education Practitioners visit schools across London, the UK and around the world. All outreach programmes are bespoke and are designed to meet the needs of a particular group. Previous outreach programmes have included; practical workshops focusing on specific plays, Continuing Professional Development days for teachers in Germany and presentation skills workshops in collaboration with the Prince's Trust.

Role and Responsibilities

The Globe Education Projects Manager (Sabbatical Cover) is responsible for the management of all national and international projects for schools, young people and teachers and will ensure that each project is planned, staffed and resourced to a consistently high standard. Specific responsibilities for the flagship *Playing Shakespeare with Deutsche Bank* project are listed below.

S/he will ensure good communication between Globe Education Practitioners, teachers and partners involved in all Projects.

S/he will seek to initiate new opportunities for Globe Education's work in schools nationally and internationally.

S/he will report and evaluate on all projects and where necessary commission external evaluations.

Playing Shakespeare with Deutsche Bank

S/he will be responsible for the management of Globe Education's *Playing Shakespeare with Deutsche Bank* project.

S/he will work closely with the Projects Co-ordinator and Box Office Manager to ensure that all performances for *Playing Shakespeare with Deutsche Bank* are ticketed accurately.

S/he will ensure that the *Playing Shakespeare with Deutsche Bank* performances and associated events are planned, resourced and staffed to a high standard.

S/he will be responsible for the management of the *Playing Shakespeare* Gala event and any additional events around the project.

S/he will ensure that Deutsche Bank staff are kept up-to-date with all project developments and will attend monthly project meetings.

S/he will liaise with the Head of Learning, the Producer, *Playing Shakespeare* and Production Directors to ensure that artistic and educational objectives are met on all Globe Education productions.

S/he will liaise with Theatre Department, the Producer, *Playing Shakespeare*, Box Office Manager and Front of House Manager to ensure that all procedures for security, health & safety and good housekeeping are properly carried out in terms of the working practices of Globe Education productions and that any appropriate SGT codes of practice and procedures are adhered to.

S/he will work with the *Playing Shakespeare* Researcher to ensure good lines of communication are in place with schools, teachers and practitioners involved in the research project.

Practice

S/he will support the Head of Learning in the development of new initiatives, for example DCSF and QCA projects.

S/he will keep abreast of local and national government guidelines on classroom practice and the National Curriculum and will ensure that, where appropriate Projects reflect National Curriculum objectives.

S/he will research and audit the provision of Projects and practice within other arts organisations and initiate dialogues where appropriate.

S/he may be required to lead Theatre Explorations at the Globe.

Development

S/he will work with the Development department in the creation of sponsorship proposals relating to Globe Education Projects.

S/he will provide copy for (where appropriate) on funding applications relating to the work of Globe Education Projects.

S/he will represent Globe Education in meetings with Projects sponsors and potential sponsors.

S/he will ensure that all sponsored projects are monitored and evaluated in-line with sponsorship guidelines.

Partnerships

S/he will represent Globe Education, as appropriate in relationships with arts, education and funding bodies such as Qualifications Curriculum Authority, Department for Education and Skills and Equity.

The post holder will be responsible for establishing relationships and developing partnerships within the arts, education and business communities to support Globe Education's Strategic Plan.

The post holder will develop and maintain relationships with partners and with all sponsors of Globe Education's portfolio of work.

The post holder will seek to develop Globe Education's profile nationally and will represent the department where appropriate.

S/he will seek guidance from experts and partners in the planning stages of new projects and initiatives.

Marketing and Communications

S/he will work with members of the Communications Department (and the Producer, *Playing Shakespeare* where appropriate) to develop the profile of the Globe Education Projects and Productions programme. S/he will be responsible for monitoring and advising on all Press and Marketing material generated for the Projects team by the Communications department.

S/he will oversee the generation and dissemination of in-house publicity for Projects and productions and will work alongside the Communications team to commission and/or write promotional material relating to Globe Education's Projects and productions.

S/he will work closely with the Marketing team to ensure consistency of style and information across the website.

Finance

S/he will manage the Projects budget. S/he will generate reports on request and will liaise with the Director, Globe Education and the Head of Learning and Teaching Practice to create an annual budget for Globe Education's Projects and Productions programme.

S/he will ensure that records, correspondence and data on all matters related to Projects are maintained and monitored.

The Projects Manager (sabbatical cover) will work with payroll to ensure the accurate prompt payment to all freelance staff.

Meetings

S/he will be a member of the Globe Education Management Group which meets every two weeks; s/he will have fortnightly meetings with the Director, Globe Education; s/he will have weekly meetings with the Head of Department; s/he will have weekly meetings with the Head of Learning; s/he will attend the monthly Globe Education staff meeting and the Shakespeare Globe Trust staff meetings.

Person Specification

Essential

- Extensive Experience of Project Management
- A passion for arts education
- Experience of devising, planning and leading workshops in a variety of settings
- Knowledge of current trends in education and the needs of students and teachers
- Awareness of current issues/debates and theory regarding the role of creative arts in education
- An understanding of the work of theatre artists and the potential they can have as educators across a range of formal and informal educational settings
- The ability to respond imaginatively to the needs of different groups and schools
- The ability to communicate effectively with a wide range of people
- The ability to respond rapidly and effectively to changing situations
- The ability to work as part of a team
- Experience of working on arts education projects
- Good knowledge of Shakespeare and theatre in general
- Ability to manage a varied workload with meticulous attention to detail
- Excellent time management and organisational skills
- Discretion and tact

Desirable

- A good working knowledge of Windows-based software (including Excel)
- Clean full driving license

Please note:

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 role within the Shakespeare Globe Trust.

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

Appendix

Globe Education: Learning

Lively Action

A daily programme of workshops and lectures at the Globe: Day or half day visits for students from the UK and internationally. The programme currently works with 70,000 students per year who are typically in an age range from 7- 21 years. Programmes are currently offered at KS2, KS3, KS4, AS /A2. There are specialist programmes for German students between 12-18 (currently c15, 000 per year) and Undergraduate and Postgraduate workshops and lectures.

Southwark Community Projects

Projects developed for young people and teachers based in the Globe's local community of Southwark. These projects range across formal and informal settings. The young people engaged in these projects range in age from 3 upwards and number c2000 per year. Currently projects take place in nursery primary and secondary schools. A Southwark Youth Theatre meets at the Globe each week. The annual 'Our Theatre' project involves c600 people from 16 Southwark schools in the creation of a production of a Shakespeare play for the Globe stage. There is a rolling programme across 38 Southwark schools as part of the Excellence in Cities Initiative. Termly CPD/INSET is created and delivered to Southwark Teachers including the Southwark AST (Advanced Skills Teachers) network.

Continuing Professional Development for teachers (CPD)

Globe Education offers day sessions on the teaching of Shakespeare in the National Curriculum for teachers at all levels in school or at the Globe. Areas for day CPD also include active methods for teaching creatively across the curriculum and practical approaches to Shakespeare to engage boys at KS3 and 4. School departments or groups such as National Association of Teachers English and PGCE (post graduate certificate in Education) cohorts also book bespoke CPD days.

There is an on-going relationship with the National Strategy, DCFS (Department for Children, Family and Schools) for whom Globe Education has devised and delivered training. Each year there is CPD with Ed Excel and the Institute of Education, University of London.

Globe Education currently offers 2 Masters level programmes for teachers: MA *Creative Arts in the Classroom* with Kings College, University of London and a MEd module *Understanding Shakespeare in Performance* with Cambridge University.

A Globe Education Academy for teachers is based at the University of California at Davis. This involves teachers in a 2 week intensive course every summer at the Globe. A 3 week summer school *Teaching Shakespeare through Performance* is offered in association with the English Speaking Union of the USA for teachers from across the USA.

Training for Theatre Artists

Globe Education employs a team of freelance practitioners, (largely actors and directors) to deliver their programmes and projects. Its mission is to become recognised as a centre for excellence in that training of theatre artists, to become arts educators. There are currently 63 Globe Education Practitioners (GEPs) in this team, half of whom are ex theatre company members. There is a full induction and continuing training programmes for all GEPs. All GEPs are part of a rolling observation programme. Feedback is offered after each observation and further training needs identified as appropriate.