



GLOBE EDUCATION Projects Co-ordinator

Line management

The post holder will be part of the Learning Team and will report to the Projects Manager.

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

Administration

The Projects Co-ordinator will be responsible for the co-ordination and administration of all Globe Education's national and international projects for schools, young people and teachers and will be the first point of contact for all matters relating to the projects

S/he will ensure good communication between Globe Education Practitioners, teachers and partners involved in all projects and will ensure that a framework of support and care is in place for practitioners at all times.

S/he will take particular responsibility for the co-ordination and administration of the workshop and research programme for *Playing Shakespeare with Deutsche Bank*.

S/he will provide administrative support for all Globe Education productions, including the co-ordination of ticketing for performances.

S/he will maintain files, records and correspondence relating to all Globe Education Projects and productions.

S/he will work alongside the Projects Manager to develop outreach provision for schools across London, nationally and internationally in accordance with Globe Education's strategic plan.

S/he will be responsible for ensuring that all projects and productions are effectively evaluated.

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

Communication

The Projects Co-ordinator will liaise with project teachers to explain the range of options available to them and ensure that Globe Education delivers the most appropriate session for each group.

S/he will liaise with the Operations Manager regarding access to the Globe stage and workshop spaces.

S/he will liaise with the Globelink Co-ordinator regarding the creation of web resources for specific projects and to ensure and maintain a strong profile for projects on the Globe website.

Partnerships

The post holder will work alongside the Projects Manager to maintain and develop relationships with schools, teachers, funders and arts partners

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

Marketing

S/he will work with the Projects Manager and members of the Communications Department to develop the profile of Globe Education's productions and projects.

S/he will oversee the creation and dissemination of in-house publicity for all projects and productions and will work alongside the Projects Manager and Globe Education Press and PR Consultant to commission and/or write promotional material relating to this area of work.

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

Development

S/he will support, where appropriate, the Projects Manager to produce funding applications for potential projects.

S/he will work alongside the Projects Manager to maintain and develop relationships with key sponsors

S/he will support the Projects Manager to ensure that all of Globe Education's sponsored projects/ initiatives are monitored and evaluated in-line with sponsorship guidelines.

Finance

S/he will work alongside the Projects Manager to create the annual budget for Globe Education's projects and productions.

The post holder will process payments relating to projects such as bespoke outreach invoices, practitioner payments etc; s/he will liaise with the Finance department to issue official invoices when necessary; s/he will monitor BAC payments; and generate financial reports on request.

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

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 Projects Manager

S/he will attend the monthly Globe Education staff meeting and the bi-annual Shakespeare Globe Trust staff meetings.

Person Specification

Essential

- A passion for education in the Arts
- Excellent time management and organisational skills
- Ability to manage a varied workload with meticulous attention to detail
- Previous administrative experience (including a good working knowledge of Windows-based software)
- Awareness of current trends in education and in the needs of teachers and students
- Ability to communicate effectively with a wide range of people
- Good knowledge of Shakespeare and theatre in general
- Strong sense of initiative and self-motivation
- Ability to work as part of a team
- Ability to respond rapidly and effectively to changing situations
- Discretion and tact

Desirable

- basic knowledge of elements that go into the creation of web pages
- Excellent writing skills
- Knowledge of Artifax

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:

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.