**Job Description**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Creative Learning &amp; Talent Manager</th>
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<tr>
<td>Department</td>
<td>Creative Learning &amp; Talent</td>
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<td>Responsible to</td>
<td>Head of Creative Learning &amp; Talent</td>
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<td>Responsible for</td>
<td>Freelance Practitioners</td>
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<td>Key working relationships</td>
<td>Artistic Director</td>
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<td>Executive Director</td>
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<td>Producer</td>
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<td>Head of Creative Learning &amp; Talent</td>
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<td>Participation &amp; Young People’s Director</td>
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<td>Learning &amp; Schools Producer</td>
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<td>Community Engagement Producer</td>
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<td>Production &amp; Technical Teams</td>
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<td>Marketing Team</td>
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<td>Audience Services Team</td>
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<td>Finance Team</td>
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**The Mercury Theatre**

The Mercury Theatre Colchester enjoys an excellent reputation for the quality of the work it produces and presents in its two auditoria and through its many community and education partnerships. We aim to cement the theatre’s position as one of the main centres of artistic excellence in the East of England by building an audience for a critically acclaimed programme of drama, dance, music theatre and family theatre at the Mercury and on tour.

Born out of the Colchester Repertory Company in 1937, and relocating to its current home in 1972, the Mercury now boasts a Main Theatre (500 seats), a Studio Theatre (80 seats), full on-site workshop and wardrobe facilities, award-winning customer service, and a turnover in excess of £3.5m annually, making it both a significant local employer and a major driver of Colchester’s creative economy.
Vision

Our vision is of the Mercury as a theatre where all the people of Colchester and the surrounding area can encounter new ideas and untold stories; can meet to experience top class entertainment; and can unleash the extraordinary power of live theatre to make them think, feel, express, share and be part of something.

Our vision is of the Mercury as a theatre that contributes regionally to the development of new talent and new audiences, and carves out a truly national reputation for the quality of the work that it makes and presents.

Strategic Aims

Create outstanding theatre
- Build a reputation for the quality and innovation of our programme
- Exploit the touring and commercial potential of the work we produce

Reach a bigger and more diverse audience
- Grow and diversify the audience for our programme

Transform the way we work
- Develop a flexible, talented staff team, responsive to changing business needs
- Diversify income streams and build financial resilience
- Ensure that the Mercury infrastructure is fit for purpose
- Develop a robust approach to self-evaluation and risk-management

Context

Alongside its on-going programme of main stage and studio productions, co-productions and visiting work, the Mercury Theatre has an ambitious programme of Creative Learning & Talent Development covering the five broad (though not mutually exclusive) categories of:

- Schools
- Young People
- Talent
- Skills
- Community

Main Duties

Working closely with the Head of Creative Learning & Talent, and alongside the rest of the Creative Learning & Talent team, the Creative Learning & Talent Manager is responsible for:

- Ensuring that the Mercury’s Creative Learning & Talent programme is well managed, including providing effective project planning, delivery and evaluation.
- Liaising with other departments/teams to ensure effective internal communication/collaboration in respect of Creative Learning & Talent projects.
- Managing freelance staff and overseeing the wellbeing of participants.
• Taking a strategic lead on departmental marketing/recruitment and working with the Mercury’s marketing department to increase the visibility of Creative Learning & Talent within the theatre’s wider programme.
• Supporting the Head of Creative Learning & Talent in fundraising.
• Ensuring that Creative Learning & Talent activity meets its funding/financial targets.
• Ensuring compliance with all Mercury policies and procedures, including Health & Safety, Child Protection and Financial Conduct.
• Deputising for the Head of Creative Learning & Talent as required.

**Specific Responsibilities**
The Creative Learning & Talent Manager will be required to:

1. Work proactively as a member of the Creative Learning & Talent department.
2. Work proactively with staff in other departments within the Mercury Theatre.
3. Adhere to current Mercury Theatre Health & Safety policy & procedures.
4. Adhere to current Mercury Financial regulations & procedures.
5. Act as the main point of contact for Creative Learning & Talent enquiries.
6. Lead on departmental financial management systems/reporting.
7. Lead on booking of spaces/allocation of resources.
8. Lead on Creative Learning & Talent use of Artifax.
9. Lead on Disclosure and Barring Services (DBS) checks for Creative Learning and the Production Department.
10. Lead on marketing activity including social media, website management and printed resources, adhering to the Creative Learning & Talent marketing strategy.
11. Contract/manage casual/freelance staff.
12. Ensure effective recording/control of hours worked by casual/freelance staff.
13. Lead on project planning/evaluation.
14. Lead on project budgeting.
15. Ensure that Creative Learning & Talent projects are delivered within agreed budgets.
16. General administration for all projects.
17. Maintain excellent internal communications to include:
   a. Marketing Team re audience development / community engagement
   b. Audience Services Team re bookings / FOH resources
   c. Production & Technical Teams re technical resources
   d. Finance Team re financial management / reporting
   e. Assistant Executive Director re contracts/DBS
18. Assist in maintaining excellent external communications to include:
   a. Funding Partners
   b. Strategic Partners
19. Lead on promotion/booking schools touring.
20. Oversee promotion/booking processes for all Creative Learning & Talent activities.

**General Responsibilities**
The Creative Learning & Talent Manager will also be required to:

1. Attend staff, department and production meetings as required.
2. Maintain accurate records of hours worked.
3. Undertake Key Holder duties as required.
4. Undertake First Aider duties as required.
5. Prepare and submit reports and financial information as required.
6. Maintain a working knowledge of the Mercury Theatre’s wider artistic programme, including its Creative Learning & Talent Development activities.
7. Undertake training as required.
8. Undertake any further duties as may be reasonably requested.
9. Deputise for the Head of Creative Learning & Talent as required.

NB This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.
Person Specification

Personal Qualities

- Self-disciplined, organised and self-motivating.
- Ability to work as part of a flexible team, responding to instructions, contributing ideas, supporting other team members and taking a lead on projects as required.
- Adaptable and receptive to new ideas and initiatives.
- Ability to work under pressure and manage competing deadlines.
- Good organisational/housekeeping skills.
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels.
- Creative flair.

Professional Competencies

Essential

- Passion for theatre
- Excellent written / verbal communication skills, including ability to create and present senior level reports to internal audiences
- Excellent IT skills, including experience of using Microsoft Office software
- Track record of managing the delivery of arts/education projects
- Experience of managing the evaluation of arts/education projects
- Experience of negotiating and drawing up contracts
- Experience of budgeting and financial management
- Experience of managing freelance arts/education practitioners

Desirable

- Experience of using Artifax
- Experience of using Spektrix
- Full UK Driving License
Outline Terms and Conditions

Salary: £24,232 per annum

Hours: 40 hours per week, across a 5 day working week, although additional hours may be necessary in order to fulfil the post’s requirements for which Time Off In Lieu will be given. This post will require the successful candidate to work unsocial hours on occasion, including evening and weekend calls.

Annual Leave: Annual leave entitlement is 20 days for each holiday year plus statutory Bank Holidays. If you complete one year of service, your annual leave entitlement will increase by one day, and each year thereafter, to a maximum entitlement of 25 days per annum.

Probationary Period: Three months

Notice Period: Two months by either party in writing after an initial probationary period during which time the notice period is one week.

DBS Check: Should your post have regular contact with children and/or vulnerable adults a DBS check will be required

Pension: Colchester Mercury Theatre Ltd operates a Stakeholder Pension scheme. Full details are available from the Finance Department

Other Benefits: Discount on food/drinks in the Mercury’s bar and restaurant. Free tickets, subject to availability and the Mercury’s ticket policy. An interest free season ticket loan.

November 2016