



Introduction to the Stephen Joseph Theatre

The Stephen Joseph Theatre (SJT) is a producing theatre based in Scarborough; it has a national and international reputation, pioneered by playwright and director Alan Ayckbourn (whose work continues to be premiered here) but now sustained and developed through a wide-ranging programme of high-quality theatre, film, music and comedy designed to offer audiences the broadest possible choice. For local audiences and the thousands who visit this beautiful part of the world every year, SJT provides year-round entertainment: diverse, funny, surprising, visually daring and packing a big emotional punch.

Alongside the programme of work on its stages, SJT also provides an extensive participatory programme, working across the borough and with all ages and communities: a youth theatre programme for anyone aged from 0 – 21; a series of cross-generational dementia workshops which are acclaimed within the industry; online script development sessions and community choirs. This work is seen as a vital resource in a town with multiple needs including NEETS and isolated older people.

SJT benefits from its proximity to the beautiful North Yorkshire coastline as well as the North York Moors and the Yorkshire Wolds. Scarborough was the first British seaside resort to be established in England and remains one of the UK's most visited destinations. It is now undergoing a renaissance – fuelled by the growing desire for a better work/life balance and by an increasing level of investment in the borough from independent businesses, a broadening tourism offer reaching out beyond the traditional British seaside visitor and through Government funding.

Scarborough Borough Council has been driving forward a masterplan for the town and the borough which places cultural regeneration at its heart; this is work that the new North Yorkshire Council that will replace SBC in April 2023 has committed to continuing. The plans include the launch of Scarborough Fair in 2023 - a year-round cultural programme encompassing four high-quality, distinctive festivals alongside a year-round programme of grassroots activity – and investment in the town centre (supported through Town Deal Funding) that will establish a Festival Square at its heart and reposition the harbour as a key part of the town's rich heritage.

SJT is currently led by Joint CEOs Paul Robinson (Artistic Director) and Caroline Routh (Executive Director), who have placed the company on a firm financial footing whilst at the same time building a strong artistic programme that has secured a significant increase in audiences and developed new relationships. This has ensured that SJT is now emerging from the pandemic in a strong position, able to plan for its future with confidence.

The SJT is an Arts Council National Portfolio Organisation and is also in receipt of annual funding from Scarborough Borough Council.



Welcome from Joint Chief Executives, Caroline Routh and Paul Robinson

Thank you for your interest in the role of Head of Creative Engagement here at the SJT at what we believe is an incredibly exciting time for the company.

Like many other theatres, we have of course found the past two years difficult; but what they have also provided has been the opportunity to reflect on our operation, on our relationship with our communities and audiences and to put in place the foundations for a new way of working. Having secured significant funding from both the Cultural Recovery Fund and from the Garfield Weston Culture Fund, we have been able to implement a number of new initiatives that are now forming the basis of our future planning.

At the heart of these plans is the in-depth audience engagement strategy exploring how we might develop an audience or people focus across the whole organization. Through it, we have clarified our ambition, thinking about who we want to reach and engage and considering what difference we want to have for people. We are developing new approaches to co-creation and looking to establish and build long-term and strategic relationships within our communities; we are also putting in place a new programme of talent development, working with individuals from school age to adult to build aspiration and support clear development opportunities across professional and non-professional activities.

We're proud of what we've put in place over the past year but there is still lots to do. We need to make these strategies a reality, to make them live across everything we do. This is where you come in - a talented and passionate Head of Creative Engagement who will work with us and with the rest of the Senior Management Team to help bed engagement into our organisational culture. Whilst your experience and expertise will be important in this role, what is every bit as important to us will be your belief in our vision and purpose and your enthusiasm for a collaborative approach to building relationships and growing community partnerships.

We look forward to hearing from you.

Best,

Caroline & Paul

Our Theatre

Vision

We at the SJT believe that culture provokes interest and fires our imaginations; that sharing our experiences and our stories helps build communities and that collaboration builds a compassionate and engaged society.

Our role is to give everyone the opportunity to discover and celebrate their creativity.

In short, we believe that this is yours.

Building

Our theatre is housed in a converted 1936 Odeon cinema building, opposite Scarborough railway station and comprises:

- The Round, a 400-seat theatre space in the round.
- The McCarthy Theatre (The Mac), a 165-seat proscenium arch theatre.
- Rehearsal room, scenic workshop, wardrobe and store.
- OutReach rooms, including dedicated studio space and classrooms.
- The Ramsay Reading Room.
- The Boden Room, a flexible function room.
- The Round Gallery, programmed with exhibitions from local artists.
- Bar and lounge, providing a flexible space for use by audiences and for events and the home of Eat Me Cafe.



The Round



The McCarthy

Creative Engagement Strategy

Following detailed audience development work, a new artistic vision ('this is yours') and a revitalised approach to the Arts Council's *Let's Create* strategy, a new set of strategic priorities for the department have emerged:

1. To generate a theatre-wide Creative Engagement programme which responds to and informs the artistic framework.
2. To enhance the theatre's civic role within the borough of Scarborough and to support the town's wider economic regeneration.
3. To support our communities on their journeys and aim to develop sustainable relationships and trust via open dialogue, co-creation and strong partnership working.
4. To demonstrate a long-term, strategic commitment to particular communities (e.g. Eastfield, town centre) with a project-led and flexible approach which responds to well researched community need.
5. To promote the power of creativity to inspire and unite our communities whereby the creativity of each of us is valued and given the chance to flourish.
6. To adopt an inclusive approach which is actively diverse and embedded in our most disengaged communities.
7. To prioritise professional development particularly to young people under-represented in the arts; the opening of entry routes to on- and off-stage roles and a cohesive pipeline for (and signposting to) the emerging talent in Scarborough borough.
8. To act as a key audience engagement driver which is actively seeking to involve, co-create with and empower (not just deliver to and inform) our communities.
9. To be outward facing and partnership minded – local, regional, national, cultural, cross-cultural and non-cultural.
10. To adopt a balanced approach between our three general priorities: audience development, developing creative people and as an agent for social change.

Head of Creative Engagement Job Description

Job Title: Head of Creative Engagement
Responsible to: Artistic Director
Responsible for: Young Talent Director, Creative Engagement Programme Manager and Creative Engagement Coordinator

Job Purpose:

The Head of Creative Engagement is a member of the Senior Management Team, taking responsibility for the development of the overall creative engagement strategy and for ensuring its successful delivery. The Head of Creative Engagement plays a key role in building SJT's relationships across local communities and with relevant sectors and in initiating and delivering strategic participatory activity throughout the year.

Key Responsibilities and Duties

Strategy and planning

- To work closely with the Artistic Director and Producer to develop and ensure delivery of SJT's creative engagement strategy – to include work in schools - in particular as it responds to and is an intrinsic part of the organisation's overall artistic programme.
- To initiate and oversee partnerships and programmes of work to increase engagement and inclusivity, identifying gaps in provision and ensuring SJT is aligned with the priorities of current and potential stakeholders.
- To lead and develop major partnerships with relevant sectors such as health & wellbeing, mental health, education, skills & employability and social inclusion.
- To work closely with the Executive Director and Fundraising team to identify and secure funding to support the creative engagement programme.
- To enhance and help define the theatre's civic role within the borough of Scarborough, helping to embed the work in the most disengaged communities and promote the Arts Council's *Let's Create* strategy.
- To develop and strengthen a cohesive pipeline for the emerging talent in Scarborough by establishing and supporting clear development opportunities across professional and non-professional activities.
- To work closely with the Head of Marketing to join up audience development, talent development and creative engagement strategies, ensuring a genuinely cross-organisational approach to 'engagement'.
- To manage the relationship with, and where appropriate deliver partnership contributions for, Coventry University Scarborough Campus (CUSC).

Programme and project management

- To be responsible for departmental resources to ensure all programmes of work are appropriately managed.
- To work with the Joint Chief Executives to draw up and manage appropriate creative engagement budgets.
- To lead, recruit and support all salaried, freelance and casual creative engagement staff, as required.
- To work with the Artistic Director and Producer in the identification of creative teams and artists to deliver projects.
- To put in place evaluation systems that are appropriate for each project, as required.

- To be accountable as the Designated Safeguarding Officer for safeguarding policy, procedure and practice across the organisation for children, young people and vulnerable adults.
- To work with the Marketing department to ensure projects are appropriately communicated — and to provide content information as required.

Company responsibilities

- To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- To attend organisational meetings/rehearsals, as required.
- To undertake other tasks and duties as may reasonably be requested.

About role statements

As SJT evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such, staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

Person Specification

Essential

- At least three years' experience working professionally in the performing arts or education sectors
- A track record of successfully producing high quality engagement projects or the equivalent
- Proven experience of managing teams of people and collaborative working
- Experience of building partnerships, and securing/negotiating funding, deals and contracts
- Experience of theatre in youth and/or community contexts
- Ability to work on own initiative, prioritise and meet deadlines
- Excellent communication skills, both verbal and written
- Experience of budget planning and management
- Experience of critiquing and reviewing work, and giving constructive feedback
- Strong artistic judgment with an ability to identify talent and good theatrical ideas
- Creative thinker, ability to collaborate and "make things happen"
- Strong IT and computer skills
- Strong administrative and organisational skills
- Ability to understand a range of policy and stakeholder objectives and translate them into creative programs
- Understanding of safeguarding practice and procedures
- Knowledge of the formal education sector
- Commitment to diversity and inclusion in the arts

Desirable

- Good knowledge of Scarborough borough and the surrounding communities or demonstrable transferrable knowledge
- Experience of working in a producing theatre
- Understanding of the UK theatre ecology, including a wide range of current contacts
- Understanding of audience development, particularly for new and diverse audiences
- Experience of work for Early Years, Children and Young People



Terms and conditions

Salary	£30,000 - £35,000 pa dependent on experience
Contract	Full time, permanent
Probationary period	6 months. Notice period is one month by either party during the probationary period and three months thereafter for both parties
Hours	37.5 per week
Pension	The company operates an auto-enrolment pension scheme in line with current government legislation
Holiday entitlement	25 days per annum
Place of work	Stephen Joseph Theatre, Scarborough but we are open to conversations around hybrid and flexible ways of working

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to Scarborough Theatre Trust
- Evidence of the right to work in the UK as defined by the Home Office
- A valid DBS check

APPLICATION PROCESS

Thank you for your interest in the role of Head of Creative Engagement here at SJT.

If you are interested in applying for this role, please send a copy of your most up-to-date CV together with a letter explaining what attracts you to this position and evidence of your ability to fulfil the role and to meet the person specification.

Please also include the name and contact details of two referees who know you in a working environment; where applicable one of these should be your current or most recent employer. We will not take up references before interviews and only after notifying you.

Please let us know of any access needs you may have at any point in the recruitment process and we will work with you to ensure those are met. We will also ensure that access requirements are not a factor in our decision-making process.

In addition, to help us monitor our equal opportunities plan, we would be grateful if you could complete an Equal Opportunities Monitoring form. When your application is received, this form is removed and is not used during the short-listing process.

We are happy to have an informal conversation about the role or about the application process in advance of an application being made; if this would be helpful please contact Paul Robinson via Jaye Lewis either on 01723 326612 or via email on jaye.lewis@sjt.uk.com.

Applications should be addressed to Jaye Lewis, Executive Assistant and sent via email to jaye.lewis@sjt.uk.com with "Head of Creative Engagement" in the subject line by 5pm on 21 October 2022.

First round interviews will be held at the Stephen Joseph Theatre on 18 November 2022 and travel expenses will be reimbursed. If you are unable to attend the interviews in person we will offer the option of an interview digitally but the role will not be offered until the candidate has had the opportunity to visit the theatre.

