



GLOBE EDUCATION

Globe Education Assistant (Courses)

Job Description

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

The role is suitable for anyone 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. The post presents an opportunity to develop key skills in administration, communication, team work, time management, and organisation. Through the observation of practical work, the postholder will also develop an understanding of the ethos of Globe Education.

The Globe Education Assistant (Courses) will parallel the work of three other Gap Year students who will have similar positions in the Events, Southwark Community and Operations 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 100,000 people will have participated in Globe Education programmes in 2009; 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 a wide range of programmes in three areas: **Learning** (for schools and young people), **Courses and Research** (for university students and scholars), and **Events** (for the general public). Globe Education 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.

Courses and Research

The Courses team engages with Higher Education students from a wide variety of disciplines (including trainee actors and English Literature students) through a portfolio of programmes ranging in duration from two days to a full academic year. We currently work with around 1,000 students a year from high school age to postgraduates, both national and international. Students work with us during the autumn and spring semesters, and the summer months are particularly varied and intensive with Globe Education welcoming visitors from around the world for around twelve bespoke summer schools.

Line Management

The postholder will report to the University Courses and Summer Schools Manager.

Purpose of Role

The Globe Education Assistant (Courses) will ensure the smooth-running of our daily activities – supporting our students and faculty and assisting with the administration of all Courses. S/he will work closely with the University Courses and Summer Schools Manager and the Courses, Research and Education Events team

Responsibilities

The postholder will work with the University Courses and Summer Schools Manager to ensure that each event is planned, staffed and resourced to a consistently high standard.

The postholder will be the Front-of-House contact for participants in all Courses. S/he will welcome and register students and/or the general public at the start of each session and will monitor student attendance.

S/he will liaise with Courses Faculty, Globe Education Practitioners, Globe Theatre Practitioners, theatre professionals and visiting speakers and ensure that they have a clear brief regarding content and context.

The postholder will ensure that appropriate spaces are booked and prepared for all Courses
NB. this could include technical set-up and/or the provision of refreshments (full training will be provided). S/he will clear the space after each session in preparation of the next group.

S/he will liaise with the Theatre department, Box Office and Front of House staff to ensure that all procedures for security, health and safety and good housekeeping are properly carried out in line with the working practices of the Courses team and that any appropriate Shakespeare Globe Trust codes of practices and procedures are followed.

S/he will train and brief support staff and volunteer stewards for Courses (full training will be provided).

The postholder will assist with the creation of course schedules and the booking of practitioners and faculty.

S/he will research and book theatre tickets and external visits for groups of undergraduates and teachers.

The postholder will maintain and update the Courses Weekly Planner which outlines all sessions, staffing and room bookings for the coming weeks.

S/he will take responsibility for daily administrative tasks (sending correspondence, filing, faxing, mail-outs etc) relating to Courses, Research and Events. S/he will ensure that records, correspondence and data on all matters related to Courses are maintained and monitored.

The postholder will act as stage supervisor for rehearsals and workshops on the Globe stage.

The postholder will liaise with the Theatre department to source properties for Courses rehearsals and performances, and will ensure the safe keeping and return of these properties.

The postholder will assist with data entry on the Artifax booking system and the Globe Intranet (full training will be provided).

The postholder will assist with projects, administration and the staffing of Education Events on a regular basis – especially those events which include Courses graduate students such as staged readings and research seminars.

The postholder will support the Research department, Library and Archive on a regular basis.

The postholder will build an understanding of the work of the department and its role within the organisation and will support other areas of the department as necessary.

Marketing

The postholder will monitor and up-date the on-site publicity material relating to Courses in the Exhibition, Theatre and Globe Education Centre.

S/he will liaise with the Globe Education On-Line Editor and Communications department to ensure that all Courses information is current and correct.

S/he will create programmes for final scene presentations and publicity material for Courses where necessary.

Research

The postholder will research and collate material for all Courses in consultation with the Head of Courses and Research, Globe PhD students and Research interns.

S/he may research text and images to inform and illustrate forthcoming Courses.

S/he will research the biographies of visiting speakers.

The postholder will carry out projects with the Research Department as required.

The postholder will greet and supervise Courses students and visiting researchers using the Library and Archive facilities on a regular basis.

Finance

The post holder will create and process invoices and cheque requests for all Courses.

The postholder will process credit card, cheque and cash payments for all Courses.

The postholder will record monthly practitioner payments.

The postholder will record expenditure and reconcile the Courses Petty Cash Float on a monthly basis.

S/he will input expenditure against the budget codes relating to Courses on the central financial worksheet.

Meetings

S/he will have weekly meetings with the University Courses and Summer Schools Manager; s/he will have fortnightly team meetings with the Head of Courses and Research; s/he will be a member of the Globe Education Focus group which meets once a month; 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 educational opportunities for post-18 students
- An interest in the programming and running of Events and Courses
- Discretion and tact
- The ability to work as part of a team
- A good working knowledge of Windows-based software
- 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: £8,791 per annum

NB: This annual salary is in line with the Government minimum wage for 18-21 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.

Benefits: Shop and Globe café discount; free entry to the Shakespeare's Globe Exhibition and to Globe Education events.

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