

# SCOTTISH BALLET

## Job Description

<b>Job Title</b>	<b>Engagement Producer (part time 3 days)</b>
<b>Location</b>	Glasgow
<b>Team</b>	Engagement
<b>Key Relationships</b>	
<b>Reports to:</b>	<b>Engagement Operations Manager</b>
<b>Direct Reports:</b>	N/A
<b>Key relationships:</b>	<p>The position works closely with the Engagement Operations Manager, Engagement Creative Director and with all other members of the Engagement team, Brand, Audience &amp; Digital, Advancement, Artistic, and Corporate Services.</p> <p>Requires the ability to build great relationships with project partners, educational institutions, cultural organisations, community organisations and groups, venue staff and the public.</p>
<b>Purpose</b>	
<p>To lead on the administrative management of ambitious community dance projects and initiatives, and to play an active role in the day-to-day running and long-term vision of the Engagement Department.</p>	

## **Responsibilities**

- Manage the planning, safety and logistical requirements of flagship projects and regular initiatives.
- Manage project budgets.
- To work closely with the Engagement Creative Director to ensure all emerging projects and initiatives remain fully reflective of Scottish Ballet's Engagement strategy and values of Inclusion, Innovation and Excellence.

## **Key Functions**

- Liaise with key project stakeholders and maintain strong, effective working relations.
- Prepare and manage multiple project schedules and manage project budget for same.
- Ensure appropriate Health and Safety procedures, including Risk Assessments, are always adhered to, in line with the Company's Health & Safety Policy and current legislation.
- Attend regular team meetings and work as an integral member of the team in identifying and implementing new initiatives.
- Work closely with the Brand, Audience and Design team to raise the profile and generate interest in events and projects.
- Attend regular team meetings and work as an integral member of the team in identifying and implementing new and innovative initiatives.
- Work closely with the Engagement Creative Director and Engagement Operations Manager to establish and maintain excellent working relationships with external partners.
- Oversee the monitoring and evaluation of projects to enable accurate reporting to the Scottish Government and other key funding bodies.
- Attend/lead regular internal and external meetings as required.

## **Desirable Qualifications & Experience**

- Experience of managing multiples arts projects simultaneously.
- Great communication, organisational scheduling and project management skills.
- Great IT Skills, including the Microsoft 365 product suite and ability to learn new systems effectively and efficiently.
- Thorough, accurate and able to work under pressure and to deadlines.
- Strong interpersonal skills and the ability to establish great working relationships both internally and externally.
- A clean, valid, UK driving license would be an advantage.
- Ability and willingness to work to own initiative and as part of a team.

## **General Characteristics**

- Ability to maintain confidentiality.
- A positive, proactive, and flexible approach.
- An interest in the arts and a strong interest in Scottish Ballet and its objectives.
- Willingness to learn, share skills and experiences.

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