

SCOTTISH BALLET

Job Description

Job Title	Creative Programmes Manager
Location	Glasgow – occasionally required to tour with the Company and attend meetings and events elsewhere
Team	Engagement – Creative
Key Relationships	
Reports to:	Creative Engagement Manager
Direct Reports:	N/A
Key relationships:	Reporting to the Creative Engagement Manager (CEM), the position works closely with the Engagement, Artistic, Marketing and Production teams and dancers. Requires the ability to build excellent relationships with freelance tutors and musicians, National Dance Agencies, and all other external partners.
Purpose	
To assist the CEM and Head of Engagement (HoE) with the planning, management and delivery of high-quality engagement projects to all sectors of the community, both nationally and locally.	

Responsibilities

- Play an active role in the day-to-day running and long-term vision of the Education Department.
- Work as an integral member of the Engagement team in identifying and devising new innovative and high-quality education initiatives.
- Work with the Head of Engagement (HoE) and Creative Engagement Manager (CEM) to establish and maintain excellent working relationships with external partners.

Key Functions

- Assist the CEM in monitoring and maintaining excellence in the delivery and management of Scottish Ballet's project activity and associated budgets.
- Prepare and deliver Scottish Ballet project activities, including repertoire-based workshops, talks, classes, digital media, and performance projects, as directed by the CEM or HoE.
- Liaise with internal colleagues to gather appropriate information and support material, in order to inform repertoire-based Engagement projects.
- Liaise with freelance tutors and musicians as directed by and in conjunction with the CEM in relation to all Engagement projects and initiatives, ensuring they are suitably informed on repertoire and continue to uphold Scottish Ballet's values: Inclusion, Innovation and Excellence, adhering to Health & Safety legislation and best practice at all times.
- Work closely with the CEM to ensure all emerging projects and initiatives remain fully reflective of Scottish Ballet's Engagement Strategy.
- Liaise with and maintain effective working relationships with key internal teams such as the Artistic, Marketing and Technical departments.
- Assist with monitoring and evaluation of projects to enable accurate reporting to the Scottish Government and other key funding bodies.
- Develop excellent working relationships with the National Dance Agencies and other external agencies, being an ambassador and role-model for Scottish Ballet at all times.

Desirable Qualifications & Experience

- Degree in Dance or equivalent.
- Experience of working in dance education for a minimum of three years.
- Experience of managing multiple participatory dance projects.
- Experience of instigating and maintaining project partnerships.
- Experience of choreographing and devising work with people of varying ages and abilities.
- Practical experience in the delivery of dance/ballet workshops in a wide range of settings.
- Experience delivering lecture-style dance education talks or presentations.
- Experience of teaching/working with live music is desirable.
- Knowledge of dance and an understanding and appreciation of Scottish Ballet's artistic vision.
- Knowledge and understanding of arts education.

- Current knowledge of the place of dance within formal education in Scotland.
- Disclosure Scotland: Scottish Ballet will seek enhanced disclosure for the successful candidate before any formal offer of employment is made.

General Characteristics

- Strong interpersonal skills and the ability to establish excellent working relationships both internally and externally.
- Good dance technique.
- Good IT skills, including Windows-based packages.
- Current, clean, full driving licence.
- Ability to work alone or as a member of a team.
- A positive, pro-active, and flexible approach.
- Thorough, accurate and able to work to tight deadlines.
- Flexibility with working hours to cope with travel, touring, attending performances and other events.
- An interest in the arts and a fundamental belief in Scottish Ballet and its objectives.
- Willingness to share skills and experiences.
- An enthusiastic attitude to Arts Education in its broadest sense.
- Ability to maintain confidentiality.

Created By:	ML/MS/CM	PWB:	Charlene McSherry
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