

Job Description

Job Title	Engagement Producer (21 hours, Tuesday-Thursday)
Location	Glasgow
Team	Engagement
Key Relationships	
Reports to:	Senior Engagement Operations Manager
Direct Reports:	N/A
Key relationships:	<p>The position works closely with the Senior Engagement Operations Manager, Engagement Creative Manager and all other members of the Engagement, Brand, Audience & Digital, Advancement, Artistic, and Corporate Services teams.</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>
Purpose	
<p>To facilitate the administrative and logistical elements of ambitious community and educational 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

- Plan, coordinate, and oversee the safety, administrative, and logistical delivery of flagship projects and ongoing initiatives as directed by the Senior Engagement Operations Manager and/or the Engagement Creative Manager.
- Manage and monitor project budgets, ensuring effective use of resources.
- Work closely with the Senior Engagement Operations Manager and Engagement Creative Manager to ensure all projects and initiatives fully reflect Scottish Ballet's Engagement strategy and values of Inclusion, Innovation and Excellence.

Key Functions

- Liaise with key project partners to build and create strong, effective working relations.
- Prepare and manage the administrative elements of multiple projects including schedules and budgets.
- Establish and maintain excellent working relationships with external partners and participants in conjunction with the Senior Engagement Operations Manager.
- Ensure all projects and activities comply with Safeguarding and Health & Safety protocols, including PVG regulated roles membership, and that related risk assessments are completed and adhered to in line with Scottish Ballet's Health & Safety Policy and current legislation.
- Oversee the monitoring and evaluation of projects to enable accurate reporting to Scottish Government and other key funding bodies.
- Attend and contribute to regular project, team and inter departmental meetings
- Work as an integral member of the Engagement 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.

Desirable Qualifications & Experience

- Proven experience managing multiple arts projects simultaneously.
- Great communication, organisational, scheduling, and project management skills.
- Strong IT Skills, including the Microsoft 365 product suite, with the 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 both independently and collaboratively as part of a team.

General Characteristics

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

Created By:	ML/MS/CM	PWB:	Katie Boyle
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