



Job Description

Job title: Creative Engagement Coordinator

Responsible to: Senior Producer (Lisa Mallaghan)

Core purpose:

A part-time, fixed term role that supports and increases the participation of learning-disabled artists across MTG's Academy, touring, and other programmes. The post-holder will specifically lead on MTG's *Engage* project, funded by the Paul Hamlyn Foundation, which aims to raise aspirations, challenge low expectations and leave a legacy of participation, collaboration, advocacy and leadership for learning disabled artists.

The role will have an outward focus on supporting the engagement of learning-disabled (LD) artists and aspiring artists within the wider community, creating access to training and skills development. This role involves working with seven theatre venues across the country (that have already signed up to the project) and arts and community organisations in their local area.

Key areas of responsibility:

1. To lead on the development of MTG Engage, which includes:

- Delivering bespoke programmes in collaboration with the theatre venues, communities and LD artists to open debate, raise awareness and form connections through creating bespoke activities that may include:
 - Creative Engagement Residencies with LD artists and community groups
 - Curtain raiser performances by community groups
 - Performance platforms for LD artists
 - Post-show, panel discussions, conversation events for LD people and arts professionals
 - Sharing events with partners to strengthen networks
 - Training for theatre venue staff
- Researching, contacting, developing relationships and working strategically with other organisations to increase participation of learning-disabled artists in key locations.
- Working with designated Mind the Gap staff to develop partnerships with the theatre venues and organisations across England, deepening existing relationships and building new ones.
- Creating, planning and delivering workshops that encourage and enable more learning-disabled people to access the arts.
- Liaising with the Senior Producer regarding MTG's national touring activities, ensuring that a solid Engage programme is in place: creating and delivering workshops/performances/events to increase participation and audiences at specific theatre venues.

- Project management in relation to MTG Engage events and activities. – e.g. liaising with partners, venue booking, organising travel, transport, subsistence and accommodation.
- Ensuring, wherever possible, that all practical activity is delivered in partnership with core members of the MTG Ensemble.
- Providing pastoral support for MTG Ensemble members whilst working away from MTG, which may include liaising with parents / carers, sending out letters, and supporting access needs

2. Where capacity allows and when appropriate to support wider MTG Academy and Ensemble activities which may include:-

- Providing creative, practical and learning support within sessions, working alongside resident and freelance artists in a range of art forms (e.g. acting, dance, media, music).
- Facilitating sessions with students as agreed with the Academy Director.
- Attending and supporting rehearsals when required.
- Assisting the Academy Director and/or Resident Director when required which may include; observing rehearsals, planning sessions and supporting the smooth running of MTG'S core projects.

General expectations and responsibilities

Mind the Gap's Employment Handbook sets out in detail the company's policies and procedures, and forms an essential part of the contractual arrangement between the company and its employees.

In their daily conduct all staff are required to:

- be flexible, constructive and adaptable;
- be respectful to colleagues including learning-disabled company members, and to work co-operatively with other team members including freelance staff;
- support the induction of new staff in MTG policies and procedures;
- manage their own administrative tasks, e.g.: answering phones and dealing with post and emails to support the smooth running of the company;
- work within agreed budgets, and to supply relevant records of expenditure and receipts in accordance with the company's financial accounting systems;
- participate in and contribute to individual appraisal, one-to-one support and review processes;
- participate in training as required;

- contribute positively and constructively to monitoring, evaluation and review procedures as required by the company and funding / stakeholder bodies;
- actively support the engagement of people with learning disabilities in all areas of Mind the Gap's work;
- provide supervision to ensure the welfare and health & safety of company members when required, eg: at lunchtimes and breaks;
- respect issues of confidentiality, particularly as this relates to other staff and company members.

All staff may be asked to undertake other tasks to further the work of Mind the Gap as may be reasonably requested by senior managers and the Board of Trustees.