



Learning & Engagement Coordinator

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 120 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" Audience Member



Our Vision & Mission

"To ensure the performing arts are essential to our communities."

From our base in Perth City and across Scotland at large, our mission is to use the performing arts to inspire, explore, connect, and educate, as sustainably as possible:

Inspire - as a source of entertainment, enlightenment, joy, and wellbeing;

Explore - forging into the new, inventing fresh approaches and developing different ways of working;

Connect - with our communities, meeting their needs, striving to include everyone;

Educate - by supporting learning and training across our whole range of activities for staff, participants, the sector, and future generations.

IDEA – Inclusion, Diversity, Equality & Accessibility

Perth Theatre and Concert Hall is working to ensure our organisation is fully representative of the communities we engage with locally and nationally. We believe in the transformative power of the performing arts and understand that embracing diversity of backgrounds, experiences, skills, cultures, and outlooks is critical to fulfilling our Vision.

We start from a position of inclusion being fundamental to all our activities. We are committed to providing life-enhancing experiences for everyone, whatever their age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the letter of the law to achieve this.

Our commitment to IDEA will be central to all our policies and processes, from recruitment and operations to the delivery of our public engagement, performances, and events. Undertaking continual review and training, we will closely monitor, and be transparent about, our progress.

The Role

Job Title: Learning & Engagement Coordinator

Status: 22.5 hours per week

Reports to: Head of Learning & Engagement

Salary: £26,364 (£15,818.40 pro rata)

Our Learning & Engagement team is the broker between our artists and our audiences. They work in our venues, local community, and educational settings to create bespoke inspirational projects that are fully integrated with our on-stage programme.

We engage with young people in Perth Youth Theatre, as well as through schools and nurseries; adults, including vulnerable members of society and those residing in rural areas of Perthshire where arts provision is limited or absent; community groups; and other external partners. Our activities provide an opportunity to explore individual creativity, develop new skills, and build confidence. We strive to support people of all ages and from all walks of life to realise their full potential.

This job description details the principal purpose and main elements of the job at this time. It is a guide to the nature of the main duties as they currently exist but it is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

Duties and Responsibilities

- Coordinating Perth Theatre and Concert Hall's regular workshop programme;
- Sourcing, contracting and coordinating freelance artists working on projects;
- Delivery and facilitation of workshops and events in our venues and in external locations;
- Being the main point of contact for enquiries about the Learning & Engagement programme from participants, partner organisations, parents/guardians, staff and other enquiries;
- Supporting the output of marketing and social media for the Learning & Engagement programme;
- Assisting with the development of materials that will support audience engagement with the work of Perth Theatre and Concert Hall;
- Maintaining detailed records of projects, including budgets, contact databases, workshop reports, audience and participant feedback and evaluations of projects;
- Working collaboratively with the wider team at Perth Theatre and Concert Hall to ensure strong communication and effective delivery of projects;
- Helping to maintain and support cross-sectoral and strategic partnerships;
- Attending internal team meetings and any other relevant meetings as required;
- Representing Perth Theatre and Concert Hall at meetings, conferences and other event as appropriate;

- Attending appropriate training sessions to develop skills and ensure best practice;
- Implementing effective monitoring and evaluation of all projects and activities;
- Participating in appropriate creative learning networks;
- Supporting the delivery of the wider Learning & Engagement programme;
- Complying with the organisation's Inclusion, Diversity, Equality & Accessibility policy and practice, child protection policy, health and safety, and principles and standards relating to quality management and customer care.

Person Specification

As this post undertakes regulated work with children and vulnerable adults, the post holder will be required to undergo a PVG Scheme check administered by Disclosure Scotland.

We are particularly interested in meeting people with an interest in project management/arts administration who are passionate about working across multiple art forms.

Qualifications

Essential:

- A good standard of education, ideally to degree level in a relevant performing arts discipline, is required or equivalent practical experience.

Experience

Essential:

- Strong experience of working creatively and designing innovative, creative learning projects;
- At least 1 years' experience of leading advanced creative engagement practice, delivering high-quality music and/or theatre projects in educational institutions, community settings and with a diverse range of participants;
- Evidence of working with arts professionals, teachers, and others in the cultural sector and in both formal and informal educational environments;
- Ability to communicate at all levels and with a large variety of groups and communities;
- Experience of successful project and budget management;
- Experience of supervising and briefing staff.

Desirable:

- Good artistic judgement across participatory projects and on-stage work;

Knowledge & Skills

Essential:

- Excellent interpersonal and communication skills with an ability to engage with people from a wide range of backgrounds;
- Knowledge and understanding of the arts in education and community creative learning contexts;
- Excellent organisational and admin skills;
- Knowledge of arts and public sector fundraising;
- Strong group facilitation skills which empower and enable;
- Good problem-solving ability;
- Ability to prioritise tasks and handle varying workload levels;
- Ability to set and meet deadlines;
- Ability to work on own initiative with minimal supervision;
- Ability to work flexibly with flair, energy, and enthusiasm.

Desirable:

- Good understanding of the UK arts scene;
- First Aid Certificate;
- Child Protection Training;
- Knowledge or experience of creative learning in more than one art form;
- Clean UK Driving License, with own transport or access to transport.

Terms & Conditions

Salary: £26,364 (£15,818.40 pro rata) paid monthly by bank credit transfer on the last working day of the month. No paid overtime or infringements are payable;

Annualised hours of 22.5 hours per week (1,170 per annum).

Annual Leave entitlement is 30 days (rising by 2 days after 3 years' service plus an additional 3 days after 5 years' service) including 10 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January).

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment including opt-in and opt-out arrangements.

This role is subject to a 6-month probationary period.

How to Apply

Deadline: 9 April 2025

Interviews: 21 April 2025

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role to:

recruitment@perththeatreandconcerthall.com