



# Schools & Outreach Producer

RECRUITMENT PACK

Perth Theatre and Concert Hall  
Mill Street  
Perth PH1 5HZ



## Who We Are

Central to local cultural life for over 125 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.

## What We Do

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 marginalised 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.

### **Current projects include:**

A range of bespoke and annual projects as well as regular tours and workshops both within schools and our venues.

Notably, our cross-generational project Harmony involves local schools and care home residents, as well as The Collective, a free programme engaging young people aged 16-19 who are not in employment and full-time education. As well as Teachers Theatre Club, which provides social and professional development opportunities for local teachers.

## What We Need

The Schools & Outreach Producer will lead the development and delivery of Perth Theatre and Concert Hall's programme for schools and nurseries across Perth & Kinross, alongside a range of bespoke outreach projects. Working as part of the Learning & Engagement team, they will plan, coordinate and evaluate creative activities that connect children and young people with the performing arts, ensuring that projects are ambitious, inclusive and responsive to the needs of the communities we serve.

The postholder will build and maintain strong relationships with schools, teachers, freelance artists and partner organisations, supporting the successful delivery of projects from initial planning through to evaluation. They will play an active role in reducing barriers to participation and creating meaningful opportunities for children and young people to engage with high-quality creative experiences.

A key aspect of the role will be designing and facilitating stimulating workshops and activities aligned with the Curriculum for Excellence, using theatre, music and other art forms to inspire creativity, develop confidence and support learning.

We are looking for someone with experience in creative learning and participatory practice, ideally gained within educational or cultural settings. You may have a background in theatre, music, creative producing or arts education, and will be passionate about the role that the performing arts can play in enriching the lives of children and young people. Strong project management and organisational skills, combined with the ability to work collaboratively across multiple art forms and with a wide range of partners, will be essential.

## The Role

**Job Title:** Schools & Outreach Producer

**Status:** 22.5 hours per week (part-time)

**Reports to:** Head of Learning & Engagement

**Salary:** £16,380 per year (based on part-time hours; full-time equivalent £27,300)

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 is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

## Responsibilities

- Coordinate Perth Theatre and Concert Hall's schools and nurseries programme across Perth & Kinross;
- Work closely with the Head of Learning & Engagement and the L&E team to develop the creative vision for our schools and nurseries programme;
- Create activities, projects and events that are well organised and delivered to high production values and are responsive to the needs of the local community;
- Work closely and efficiently with external partners and arts organisations to deliver high-quality events;
- Deliver and facilitate workshops and events in our venues and in external locations;
- Source, contract and coordinate freelance artists working on projects;
- Be the main point of contact for enquiries about our schools programme; work experience and any relevant projects;
- Plan and write the schools newsletter on a quarterly basis;
- Assist with the development of materials that will support audience engagement with the work of Perth Theatre and Concert Hall;
- Maintain detailed records of projects, including budgets, contact databases, workshop reports, audience and participant feedback and evaluations of projects;
- Work collaboratively with the wider team at Perth Theatre and Concert Hall to ensure strong communication and effective delivery of projects;
- Help to maintain and support cross-sectoral and strategic partnerships;
- Attend internal team meetings and any other relevant meetings as required;
- Represent Perth Theatre and Concert Hall at meetings, conferences and other events as appropriate;
- Attend appropriate training sessions to develop skills and ensure best practice;
- Implement effective monitoring and evaluation of all projects and activities;
- Participate in appropriate creative learning networks;
- Support the delivery of the wider L&E programme;
- Comply with the organisation's Inclusion, Diversity, Equality & Accessibility policy and practice, child protection policy, Health & Safety, and principles and standards relating to quality management and customer care;
- Any other reasonable requests, appropriate to the post, made by the Head of Learning & Engagement;
- Undertake ongoing professional development and training as required.

This job description is not exhaustive, and the post-holder will also be required to carry out any other reasonable duties to meet the needs of the Learning & Engagement department.

## 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.**

### 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 in Drama and/or Music;
- Strong experience of working with children and young people in creative and workshop settings;
- At least 1 year's experience of leading advanced creative engagement practice, delivering high-quality drama and/or music 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;
- Experience of writing risk assessments

### 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 the Curriculum for Excellence and its key learning outcomes;
- Knowledge of arts and public sector fundraising;
- Strong group facilitation skills which empower and enable;
- Good understanding of the UK arts scene and its key stakeholders;
- Good problem-solving ability;
- Budgetary management skills in a professional setting
- 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:

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

This job description is not exhaustive, and the post-holder will also be required to carry out any other reasonable duties.

## Terms & Conditions

Salary: £16,380 per year (based on part-time hours; full-time equivalent £27,300) 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 (1170 per annum). Evening work is a requirement of the post; Flexible working on and off-site – you will be required to attend sessions, workshops, meetings, and other events in locations across Perth & Kinross and occasionally elsewhere in Scotland;

Annual Leave entitlement is 30 days pro rata (rising by 2 days after 3 years' service plus an additional 3 days after 5 years' service), including 10 days of Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year's Day, 2<sup>nd</sup> 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. During probation, notice will be 1 week; upon successful completion of probation, notice shall be 1 month.

## How to Apply

**Deadline:** Monday 6<sup>th</sup> July 2026 at 23:59

**Interviews:** W/c 20<sup>th</sup> July 2026

To apply, please submit your CV and a covering letter, of no more than 2 pages, detailing relevant experience and interest in the role to:  
[recruitment@perththeatreandconcerthall.com](mailto:recruitment@perththeatreandconcerthall.com)

If you have any questions regarding this opportunity, please contact the Head of Learning & Engagement, Corin Beattie, by emailing  
[corinb@perththeatreandconcerthall.com](mailto:corinb@perththeatreandconcerthall.com)