

*Emerging// Emerged,
image by Mark Morreau*

SCARABEUS
AERIAL
THEATRE 



Learning & Participation Programme Manager

Recruitment Pack December 2023

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Scarabeus is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.

If you would like to discuss the role before you apply, please email us at soren@scarabeus.co.uk to arrange a phone call or informal Zoom chat with members of our team.



ABOUT SCARABEUS

Our mission is to transform lives through the power of aerial art and performance that endure in the imagination, promote a sense of belonging and nurture artistic skills.

For over 30 years we have produced pioneering indoor and outdoor performances fusing aerial skills with visual theatre and choreographed movement in site-specific, immersive and touring performances. Fearless about experimentation, we create spectacular thought-provoking and unforgettable stories, productions and participation projects dealing with contemporary narratives aimed at awakening empathy and social consciousness as a catalyst for positive change.

We believe in the power of high-quality cultural experiences and creativity to transform and enrich the lives of children, young people and families living under challenging circumstances. We're committed to making contemporary circus more accessible, creating positive experiences that give them a greater sense of belonging and confidence in making choices, encourages a sense of inquisitiveness, and helps them build self-confidence while creating meaningful bonds.

OUR PARTICIPATION WORK

The sky's the limit and we always aim big! We run an exciting portfolio of performances, site-specific commissions, participation and learning programmes.



FLYING FAMILIES

An 8-week programme of creative and physical aerial workshops for families, it's a great way for grown-ups and children to spend quality time together, strengthening bonds, communication skills and confidence while learning new skills and meeting other local families.

FLYING INTO PHYSICS

Using exciting and creative aerial technique to explore physical forces, Flying into Physics makes science approachable and accessible for a wide range of KS2 learners, including those who struggle with more traditional methods, to feel inspired and enjoy learning science and engineering.



TAKE FLIGHT

A year-long inclusive programme for young people aged 13-25, exploring aerial acrobatics, physical theatre and choreography to nurture their creative skills, support their wellbeing and build their confidence when making choices, guided by their passion for a more positive future.

AIRBORNE

A 10 week programme of creative and physical aerial workshops for KS2 children, that aims to increase children's physical literacy, building their inner trust and self-belief through improving their confidence and competence.



SHIFTING POINT

Run in collaboration with Tender, Shifting Point is a 6-week programme or week's intensive for Year 5 students. Closely linked to the PSHE curriculum it's designed to help children better express positive and negative emotions and listen and respond with empathy to each other.

PARTICIPATORY PERFORMANCES:

We regularly collaborate with partner organisations in offering alternative projects, such as our short-film student-led production of [A Child of Stories](#), site-specific indoor and outdoor commissions, and climate change call to action: [Our House is On Fire](#).

'The way that you have built relationships with the children has been a crucial factor in the success and calmness within the sessions I have been very impressed with the increasingly serious way the children approach the learning that they are doing with you. It doesn't feel like you are delivering an activity, it does feel like you are delivering life skills that the children will now own.'
Jane Corkhill, Headteacher, All Saints' Primary School

LEARNING & PARTICIPATION PROGRAMME MANAGER JOB DESCRIPTION

- Salary:** £30,000 - £32,000 annually, depending on experience
- Responsible to:** Artistic director (AD), Executive Director (ED) and Board of directors
- Role:** Full time, 12 month contract. 3 months probationary period.
We're open to being flexible for the right candidate and would consider a part-time role of 4 days a week, this role would then be offered on a pro-rata basis with appropriate back-fill support organised.
- Holiday:** 28 days holiday including eight Public Holidays.
- Hours:** Normal office hours are 10am-6pm, with one hour for lunch.
There will be an occasional requirement to work evenings and weekends for which we operate a time off in lieu system.
- Place of work:** Mixture of office and remote working.
Flexible working requests and reasonable adjustments will be considered.

This is a great opportunity for someone proactive, with experience in running artistic engagement projects, who is looking to take the strategic lead in creating meaningful change through our engagement programmes.

We're looking to recruit someone experienced, efficient and reliable that will be responsible for the day-to-day operations of the company and development of our engagement programmes, working closely with our Artistic & Executive Directors.

We require someone who enjoys being the 'go to' person for a small and friendly team. Scarabeus Aerial Theatre is an ambitious company, so a passion for your work and the development of the company is essential. We require someone with at least 3 years experience in a similar post.

The Learning & Participation Programme Manager plays a pivotal part in the operational and financial success of Scarabeus, whilst supporting the creative output of the organisation.

Overview of Duties and Responsibilities:

- Day-to-day operations with overall responsibility for office systems, including databases and company governance.
- Administration, monitoring and strategic development relating to engagement programmes.
- Contributing to and maintaining communication and marketing systems
- Supporting the Fundraiser in fundraising and developing relationships with smaller grants/trusts.

DUTIES AND RESPONSIBILITIES

(This job description is not wholly comprehensive or restrictive and may be reviewed with the post holder and board of trustees from time to time.)

Operations

Responsible for the day-to-day operations with overall responsibility for office systems including marketing and communication:

- Being the first point of contact for the company for both internal and external enquiries, responsible for the day-to-day running of the company office, including maintaining the filing and overseeing communications
- Coordinating the smooth running of the engagement programmes, including liaising with stakeholders, partnered organisations and schools, and engaging new partners.
- Ensuring monitoring and evaluation data for engagement programmes is collected and collated in line with funder schedules.
- Compile reports to our funders.
- Ensure that organisational policies and procedures are fit for purpose, up to date and comply with relevant statutory requirements
- Oversee contracting processes for engagement programmes, with support from the Artistic Director (AD) and Executive Director (ED).
- Where necessary attend performances, workshops, production meetings, company events etc.
- Assist in the recruitment and induction of permanent and freelance staff, and collaborative teams.

Marketing & Communications

Contribute and deliver the company's communications and marketing systems, relevant to the learning and participation programmes, including:

- Contribute and implement an effective marketing strategy (including social media and newsletters) with the support of AD or external marketing and PR support.
- Responsible for maintaining company's mailing list, databases and website.

Governance

Coordinate company governance in collaboration with the Executive Director:

- Liaise with the Board of Trustees to schedule meetings and take minutes
- Coordinate any Board recruitment campaigns

Fundraising

- Support the Fundraiser, AD and ED in researching, contributing data and compiling funding applications to ACE, local authorities, trusts, foundations and other sources
- Support the Fundraiser, AD and ED in seeking new engagement or producing opportunities via commissioning bodies, venue partners, sector organisations, networks, and festivals.
- Compile reports to our funders.

PERSON SPECIFICATION

Essential:

- Minimum 3 years experience in a similar role
- Excellent administrative skills and attention to detail
- Highly organised with excellent time management skills
- Experience working within a small but busy team to meet deadlines
- Excellent verbal and written communication skills
- Experience in collecting and interpreting data to produce reports
- Experience of delivering marketing and communications strategies
- Have a strong understanding of social media platforms and campaigns
- Excellent IT skills. The company uses Apple computers and G- Drive

Desirable:

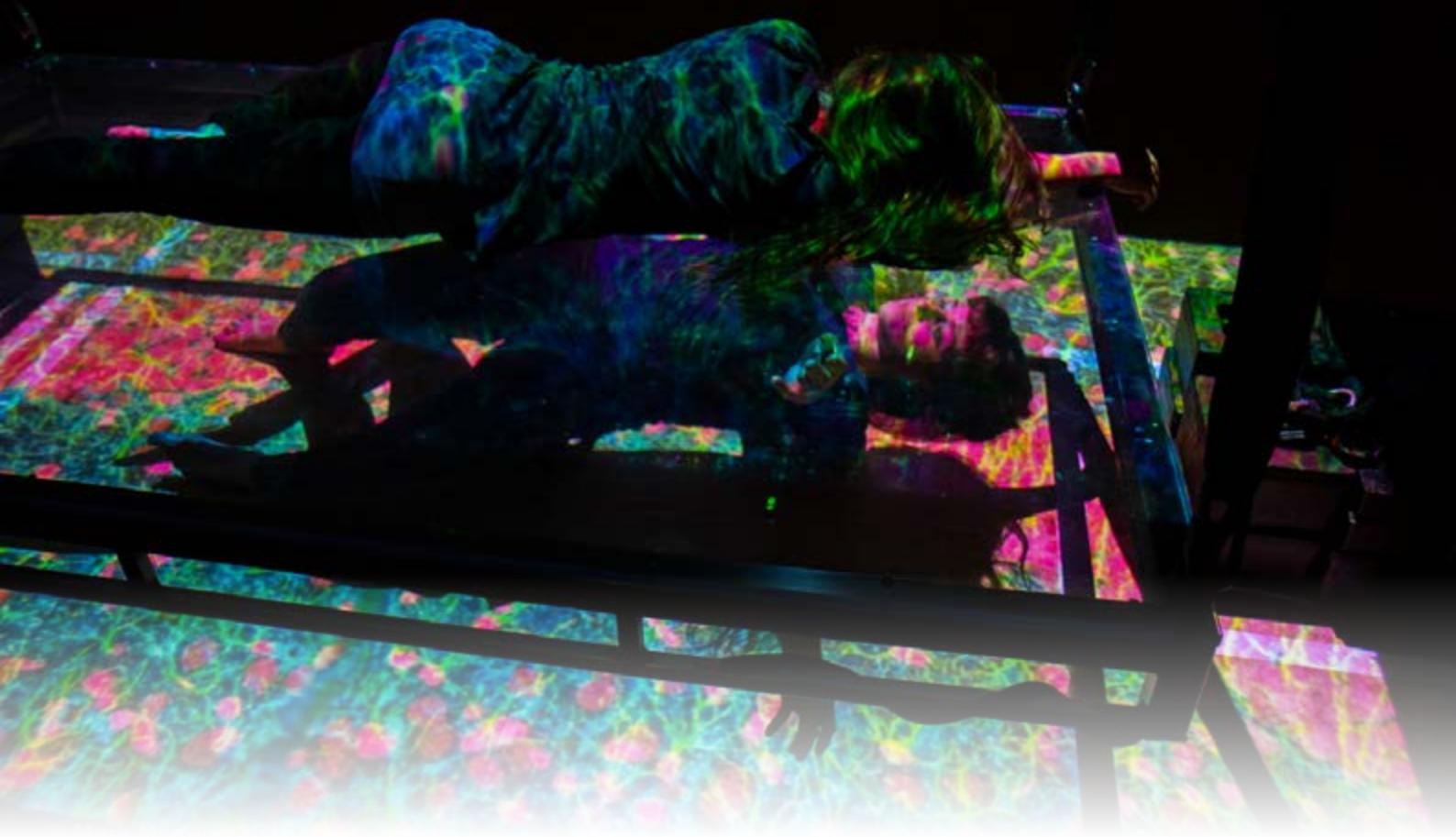
- Have commitment to and a genuine passion for live theatre and contemporary circus, and an active affinity with the work of the company
- Experience of working with a Board of Trustees
- An understanding of the legal requirements of a charitable organisation
- Knowledge of the funding system in UK: Trust & Foundations and Arts Council England funding streams.

Attributes:

We're keen to meet those who feel they are:

- Someone with a willingness to learn and develop in the role
- Someone who enjoys being the 'go-to' person for a friendly and ambitious company
- An excellent communicator
- Efficient, accurate, and structured in their day-to-day work





HOW TO APPLY

To apply for the Learning & Participation Programme Manager role:

- Please send your CV and a covering letter outlining your suitability for the role and why you want to work with Scarabeus to soren@scarabeus.co.uk
- Please also complete the Equal Opportunities Monitoring Form [here](#), which is unattributed and separate from your application.
- Please get in touch if you need to submit your application in another format (i.e. video) for accessibility reasons.

Deadline and Submission:

The application deadline is Monday 29th January 2024.

All applications will be dealt with in confidence. We will respond to each applicant regarding the progress of your application.

Interviews:

Interviews will commence from Monday 5th February 2024, either in person or via Zoom.

If there is anything we can do to make you feel more comfortable, such as discussing what to expect during the interview, or any access needs you may have in applying or interviewing, then please email our ED, Søren Nielsen, soren@scarabeus.co.uk to arrange a phone call or an informal Zoom chat with members of team.

COMMITMENT TO DIVERSITY AND INCLUSION

We are a small friendly core team working with a wide pool of freelance creative associates where everyone's contribution is valued.

Scarabeus is an equal opportunities employer. We are committed to provide employees with a work environment free of discrimination and harassment. We care about your work ethic, your experience and your personality.

We welcome and encourage applications from candidates who are under-represented in the creative industries. If you are enthusiastic about our work and you think you would be a great fit, we want to hear from you.

A large and plain text version of this document is available on our [website](#).

We welcome suggestions and feedback on our recruitment process and how we can make it more inclusive and accessible.