



SCHOOLS ENGAGEMENT COORDINATOR - JOB PACK

ABOUT EASTSIDE

Eastside is an award-winning and market-leading arts education charity, inspiring thousands of children and young people each year across London and beyond, through delivering outstanding creative and cultural participation opportunities across a range of art forms including singing, acting, dancing, filmmaking, visual arts, spoken word, carnival arts and many more.

Celebrating its 25th Anniversary this year, Eastside strives to help young people develop their creative thinking, so they can become the problem-solvers of tomorrow. We achieve this by engaging children and young people through direct participation in the arts, enabling them to work with professional artists and creative practitioners, both in and outside school, with a particular focus on areas where our help is needed most.

Eastside's schools programme consists of a wide variety of exciting creative projects for primary, secondary and SEN schools. Our longer-term flagship projects include ***Verse vs Verse***, a Spoken Word project giving students the chance to perform their poetry in the West End, and ***Disney Musicals in Schools***, supporting teachers to put on a musical in their school community, as well as the brand new ***Raise the Curtain***, providing free theatre visits for primary school children. Alongside this, our ***Eastside School Workshops*** strand offers a menu of workshops in a range of art forms, designed to help primary, secondary and SEN schools celebrate key calendar dates in the school year, such as Black History Month and Anti Bullying Week, or to enhance curriculum offer, all delivered by Eastside's creative facilitators over the course of a day, a week or a term.

JOB DESCRIPTION

The Schools Engagement Coordinator is a new role created to support the delivery of our growing and varied portfolio of work with children and young people in schools across London.

Eastside's schools programme consists of a wide variety of creative projects for primary, secondary and SEN schools exploring a range of art forms, and supporting them to embed creativity at the heart of school life. Working across a variety of different Eastside projects the schools engagement coordinator will be the lead point of contact for a large database of schools, leading on the day-to-day running of a variety of projects, and supporting the delivery of large-scale sharing events for children and young people. The Schools Engagement Coordinator will be instrumental in promoting the schools programme to teachers and senior leadership teams across London, developing lasting relationships with schools and driving Eastside's schools bookings forward.

The ideal candidate will be a confident communicator, with a keen attention to detail and a highly organised and methodical approach. This role would suit somebody working in a cultural engagement or education sector role who is looking to develop their skills within a leading provider of arts educational projects.

With a brand new portfolio of schools projects, and an ambitious target for the number of new schools we wish to engage, this is an exciting time to join Eastside's Schools Team. We are looking for somebody who is passionate about providing creative opportunities for young people, is experienced in juggling a range of varied projects and is ready for a new challenge.

Reports to: Schools Programme Manager

Key relationships with: Schools, Eastside Artists and Facilitators, Eastside Communications and Digital Coordinator

Main Duties

Communications

- Acting as a confident and reliable point of contact for all stakeholders connected to Eastside's schools programme, including school senior leadership teams, teachers, creative facilitators and staff at partner venues, to ensure the smooth-running of all programmes.
- Promoting Eastside's offer to schools, ensuring that benefits to schools are communicated clearly. Working with the Communications and Digital Coordinator to market workshops and projects effectively via phone, email and online channels, where possible, targeting less culturally-engaged schools.
- Processing all schools enquiries, guiding schools through the booking process for projects and systematically logging details.
- Managing artist call-outs for workshops and projects
- Promoting and distributing specially designed educational resources to schools.

Administration

- Ensuring that all project documentation including workshop frameworks, project management spreadsheets and timelines are meticulously updated and stored in an organised manner.
- Maintaining and developing Eastside's databases of artists and schools so that all information we hold is correct and up to date.
- Managing the administration of schools projects and workshop bookings, including creating financial quotes for school bookings, contracting facilitators and schools, scheduling complex timetables of workshops for artists and schools, processing invoices, and recording all transactions effectively within the Eastside financial procedures.
- Manage the financial administration of the programmes, ensuring we stay within all budget lines and reporting back to the Schools Programme Manager.

Event Coordination

- Supporting the planning and delivery of key sharing events, overseeing event logistics and administration, communicating effectively to all partners and stakeholders involved whilst managing the guest lists for events on Eastside schools programmes. Events include: creative Continuing Professional Development teacher training workshops, artist training sessions, high profile sharing events and youth festivals for children and young people in professional venues.
- Managing event volunteers, where appropriate provide briefings and all relevant information.

Other duties:

- Supporting the recruitment of Eastside's artists and facilitators across a range of art forms and providing support for the delivery of artists' training sessions.
- Supporting the Schools Programme Manager to commission new workshop frameworks with Eastside's creative facilitators
- Attending symposiums or meetings where appropriate to represent Eastside
- Visiting projects to take photographs and reporting back for quality control purposes
- Implementing systems for monitoring and evaluation by distributing, collecting and collating feedback forms and supporting the Schools Programme Manager and external project evaluators in improving programmes as a result

Person specification

Knowledge & experience:

- a minimum 2 years experience of working in arts educational setting or equivalent

- good understanding of the day to day challenges in the schools landscape, and an appreciation of how schools typically engage with creative / cultural providers
- experience of working as part of a small team in a busy working environment

Skills & abilities:

- excellent communication skills both written and verbal
- highly proficient in the use of Microsoft Office, particularly Excel
- a practical approach to problem solving
- excellent focus and attention to detail
- highly organised capable of working on a number of complex programmes simultaneously
- ability to meet key organisational business development targets

Qualities & behaviours:

- friendly, positive and helpful demeanour
- clear and confident communicator
- methodical and measured approach to work
- calm under pressure
- committed to the aims and ethos of Eastside
- ability to deal sensitively and effectively with people representing diverse interest groups

Hours, pay and benefits

Salary: £22,000 - £24,000 per annum dependent on skills and experience.

Working Hours: 8.30am to 4.30pm Monday - Friday, with occasional evening or weekend work dependent on project need, with time off in lieu.

Location: Eastside's office on Hackney Road, E2 7NX with visits to workshops throughout London.

Probation: three months

Notice: one week during probation, six weeks thereafter

Holiday: 20 days per annum plus bank holidays and two additional weeks during the Christmas period when the office is closed

Pension: you will be enrolled in Eastside's pension scheme on successful completion of probation. Full details on request.

How to apply

1. Log your contact details here: <http://bit.ly/schoolsengagementcoordinator>
2. Email us on jobs@eastside.org.uk with an up to date CV no more than 2 sides of A4 and a covering letter no longer than 1 side of A4 explaining why you would make a great candidate for the role.

For information or questions about the role, contact us on 020 7033 2380

Closing date for applications is: 9am on Friday 13th December

You will need to be available for interview on Wednesday 18th December.

Thank you for your interest and good luck with your application!