



Bristol Old Vic & Theatre Royal Trust Ltd
JOB DESCRIPTION

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| Post: | Heritage Engagement Manager |
| Reporting to: | Engagement Director |
| Responsible for: | Heritage Assistant, Freelance Practitioners, Casual Staff and Volunteers |
| Purpose: | To lead the heritage in focus public programmes and associated activities |

Main duties and responsibilities

To lead on, develop and deliver on the Protecting and Sharing the Heritage of Britain's Oldest Theatre Project Activity Plan and to play a key role in embedding the sustained use of heritage across the organisation into the future:

- Develop and deliver the co-design project opportunities identified in the Activity Plan on time and in budget, working alongside local people and other creative professionals and partner organisations as appropriate.
- Develop and deliver the Heritage in Focus Public Programme, working closely with the Engagement Department and project partners to ensure the success of the programme
- Work closely with, and support the Engagement Department on the development of the place based learning resources for schools.
- Establish and maintain good working relationships with Theatre Collection (TC) and Bristol Archives (BA) and community partners.
- Maintain and monitor the visitors to the interpretative scheme.
- Manage, support, mentor and train the Heritage Assistant to ensure they receive a quality traineeship and are equipped to carry out the tasks specified for them.
- Work with the TC and BA to ensure the digitisation and cataloguing of the archive collections is prioritised to support the exhibitions and activity plan.
- Develop project volunteer roles and training and directly manage relevant project volunteers.
- Establish a robust heritage skills training programme for staff, volunteers and project participants liaising with external professional trainers as necessary, TC and BA
- Play an active role in project evaluation.

Marketing & Advocacy

The Heritage Engagement Manager takes responsibility for working closely with the communications team to create a clear and cohesive message about the heritage activity that fits in with the overall Bristol Old Vic 'message'. The Heritage Engagement Manager will also raise the profile of heritage at Bristol Old Vic by acting as an ambassador and advocate for heritage as well as for the company in general.

- Represent Bristol Old Vic to the local and wider community and acting as an ambassador for heritage

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- Develop partnerships both in-house and further afield including building links with other arts, heritage and cultural providers alongside organisations representing target audiences.
- Liaise with the Marketing Department in order to actively promote heritage projects
- Work closely with the Marketing Department to manage the heritage section of the website
- Work closely with the Marketing Department to establish evaluation data collection methods

Management & Administration

The Heritage Engagement Manager is responsible for effective management of all aspects of the heritage activity programme including staff, finance and partnership working. The development and sharing of good practice will be an important part of this.

- Ensure that all activities and facilitators operate within Bristol old Vic's Child Protection Policy and guidelines.
- Manage the Heritage Trainees, ensuring that they have a high quality learning experience and practically contribute to the development of heritage activity at Bristol Old Vic.
- Recruit and manage freelance practitioners as appropriate.
- Support the training and performance management of tour guides.
- Manage and control heritage budgets.
- Work with other Bristol Old Vic staff to book space for all heritage activity and installations.
- Liaise with the production and operations staff for technical and operational support for all heritage activities and installations.
- Maintain appropriate records and compile reports as required by other staff members as appropriate and to support reporting to the HLF.
- Ensure that activity is evaluated in accordance with the framework laid out in the Activity Plan for the project.
- Supporting the work of colleagues in the Engagement Department as required such as admin/phone support within the shared office.

General:

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all Bristol Old Vic policies including Equal Opportunities, Health & safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required

Person Specification

Personal Attributes

- A flexible, innovative and creative approach to work.
- Excellent interpersonal skills including tact and diplomacy.
- Ability to work collaboratively and to take responsibility when required.
- Excellent communication skills both written and verbal.
- Experience of setting and managing budgets.

Knowledge and Qualifications

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- Relevant experience of heritage programming, community engagement and/or archive, digitisation and interpretation.
- Use of standard office software packages e.g. Word, excel
- Effective time management and an ability to multi task effectively
- Ability to prioritise and to show initiative
- Awareness of tools and techniques for engaging audiences with heritage and potential barriers to that engagement
- An understanding of collections care

Experience

- Demonstrable experience of working within heritage education, interpretation and community engagement context.
- Experience of managing interpretation projects.
- Experience of developing and mounting exhibitions using archive material.
- Proven track record of working with and engaging the public with heritage through collections or buildings.
- Proven track record of managing and producing complex community projects on time and budget.
- Proven experience of developing interpretative outputs for the general public through a participatory methodology.
- Experience of managing volunteers and devising and delivering training programmes for volunteers.
- Experience of using a variety of methods to evaluate the success of community and volunteering projects.
- Experience of working in the development and provision of online content and services.
- Previous experience of working on Heritage Lottery Funded projects would be desirable.

Terms and Conditions:

Terms: Full time, fixed term position (funded until September 2020).

Salary: £24,000 per annum, paid monthly.

Hours: 35 hours per week working Mon - Fri every week. Some evening and weekend work is required at times and no overtime is payable. Time off in lieu will be given at the discretion of the Engagement Director but will always be reasonably accommodated.

Probationary: Three months, during which the notice period is one week on each side.

Notice period: Following the end of the probationary period, the notice period is 1 month (4 weeks) on either side.

Holiday/Leave: 5.6 weeks (28 days) per annum (including public holidays).



Pension: Eligible employees will be automatically enrolled in the *National Employment Savings Trust* (NEST) in accordance with the company's obligations under the Pensions Act 2008

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK.