



Vision

A world transformed by your imagination

ABOUT US

Bristol Old Vic is the longest continuously-running theatre in the UK and following a £12million redevelopment project, is now one of the most modern and comfortable with state of the art rehearsal rooms, a dramatically extended forestage and precision-engineered sightlines giving audiences an even more intimate theatrical experience.

As we emerge from the COVID-19 pandemic, Bristol Old Vic's Vision, Mission & Values are unchanged, but we are determined to seize the opportunity the pandemic has afforded us to transform the business: offering a high quality, progressive, inspiring, relevant and representative programme, in a new live/streamed hybrid form, giving everyone the opportunity to encounter and enjoy creativity.

Our Mission:

- Inspire, delight and surprise the people of Bristol and far beyond with excellent live theatre in an atmosphere of creativity, welcome and adventure
- Transform the lives of our artists, our public (young and old alike) and our staff through the creative opportunities we offer in our building and across the city
- Nourish, share, celebrate and be inspired by the heritage of Britain's oldest theatre
- Develop a flexible and sustainable business which embodies the value of our theatrical identity and history

Our Values:

- Bristol Old Vic people are welcoming, professional and boundlessly curious; playful, ambitious and rigorous; resourceful, honest and generous; collaborative, dedicated and bold; Bristolian and global at the same time
- We are custodians of Bristol Old Vic for future generations and do everything in our power to build on and amplify its phenomenal history
- The stories we tell should fully reflect our society so that all sections of Bristol's community feel Bristol Old Vic belongs to them
- We remember at all times that everything we do is an experiment, that uncertainty makes discovery possible and that it is our job to explore rather than to define

JOB DESCRIPTION

Post:	Heritage Participation and Partnerships Manager
Reporting to:	Engagement Director
Responsible for:	Heritage Participation Producer, Kickstart Heritage Trainee, Freelance Heritage Practitioners and Casual Staff

Purpose of the Role

To deliver Unscripted: a performative history project about Bristol, Bristolians and Bristol's theatre

Main duties and responsibilities

To lead on, develop and deliver on the Unscripted: a performative history project about Bristol, Bristolians and Bristol's 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 Project Plan on time and on budget, working alongside local people, other creative professionals and partner organisations as appropriate.
- Work closely with, and support the Engagement Department on the development of the planned activity and represent the department at networking and sector events
- Establish and maintain good working relationships with Theatre Collection (TC), Bristol Archives (BA) and community partners.
- Maintain and monitor the visitors to the interpretative scheme.
- Manage, support, mentor and train the Heritage Participation Producer to ensure they are equipped to carry out the tasks specified for them.
- Work with the TC and BA to ensure the delivery of the exhibitions.
- Establish a robust heritage skills training programme for staff, volunteers and project participants liaising with external professional trainers as necessary, to include TC and BA
- Lead and Play an active role in project evaluation.
- Line managing the Heritage Participation Producer and Heritage Assistant as well as working closely with the Marketing team

Marketing & Advocacy

The Heritage Engagement Manager takes responsibility for working closely with the marketing, communications and digital 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
- 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, which include utilising the website, email marketing and social media.
- 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.
- Deliver the Heritage work placements, 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 and collaborate with the operations department to ensure the smooth delivery of tours
- Manage and control all 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 NLHF.
- Ensure that activity is evaluated in accordance with the framework laid out in the Project Plan for the project.
- Supporting the work of colleagues in the Engagement Department as required such as admin/phone support within the shared office.

Organisation Wide Responsibilities

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 BOV policies including Equality and Diversity, Dignity at Work, RESPECT Charter Health & Safety, Safeguarding 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
- Undertake additional duties as may reasonably be required
- To carry out administrative tasks that arise from the job

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

- Relevant experience of heritage programming, exhibitions, community engagement and 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

Hours:	35 hours per week Monday to Friday. Some weekend and evening work will be required.
Contract:	Fixed Term (three years)
Salary:	£25,000 per annum
Holiday:	5.6 weeks per annum (28 days) including bank/public holidays rising to 6.6 weeks following one complete year of service
Probation:	Three months' probation period (during which there is one week's notice on either side)
Pension:	Bristol Old Vic provides an auto-enrolment pension scheme in line with UK employment legislation. You will automatically be enrolled after 3 months of employment, unless you meet the exemption criteria or wish to opt out.
Notice period:	One month's notice following successful completion of probation period

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 to be produced at interview stage.

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