**Education and Learning Manager**

**Applicant Pack**

**Overview:**

The Met is an innovative and rapidly growing organisation situated in Bury, Greater Manchester. We are unique in the breadth of work we present and our ability to nurture artists and develop audiences. We present a mix of live music, theatre and comedy alongside running community workshops, a recording studio and a creative business hub. Our restaurant, Automatic, welcomes in excess of 100,000 visitors per year.

Our work outside the building helps us to challenge and develop audience and artists. We present Head for the Hills Festival each September, a 3-day 5,000 capacity music festival now in its 8th year. Across Bury we also present Big Whistle Festival each May and the Beer Festival in November.

**Our mission is to:**

* Promote a distinctive and varied programme of high-quality events with local, regional and national appeal;
* Widen access to the performing arts by developing a programme which recognises the diversity of the communities we serve;
* Support the creative activities of individual artists and groups;
* Support initiatives to promote the arts in Bury and the Region;
* Work in partnership with relevant agencies towards the achievement of a shared strategic vision, promoting the arts and Bury;
* Build towards a national profile for our developmental approach to our audiences, art forms and programme.

We are seeking an ***Education and Learning Manager*** to join our staff team. We are passionate about the power of art to transform communities and society, and our focus is to develop artists to ensure their success. We are seeking a new team member who will share our passion and commitment and have the knowledge and experience to support the organisation.

The Met is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. The Met has a turnover of circa £1million and a staff of 12 full time and 5 casual staff. We work with over 100 volunteers every year through our festivals and events work.

JOB DESCRIPTION

JOB TITLE Education and Learning Manager

CONTRACT Fixed term to October 2020

RENUMERATUON £22,000-24,000 pro rata.

ACCOUNTABLE TO Chief Executive Officer

IMMEDIATE SUPERVISOR Chief Executive Officer

IMMEDIATE SUBORDINATES Casual staff including workshop leaders and Volunteers

HOURS OF DUTY 2 days per week

QUALIFICATIONS REQUIRED Degree level minimum (exceptions may be given to persons with considerable relevant experience)

 HOLIDAYS 23 days per year (pro rata), plus pro rata bank holidays

**Responsibilities:**

The focus of the role will be to develop new and existing workshops at The Met, Edwin Street Creative Hub and our Festivals to ensure our workshops achieve the maximum benefit in the community. This will include ensuring that younger groups are able to complete Arts Award to gain a qualification as well as benefitting from attending the workshop with peers. The work would build on feedback from pilot projects to develop projects to suit the groups.

This is a two year funded role by the Oglesby Foundation and reports against the following objectives

1. Developing networks to ensure children and adults with disabilities learn life skills for a more fulfilling life
2. Design and potentially deliver (where appropriate) relevant workshops which reflect the community needs
3. Reduce impact on local health services by connecting and supporting groups reducing isolation in individuals

EXPERIENCE AND QUALITIES REQUIRED

Skills/Aptitudes/Abilities

ESSENTIAL

* Not less than three year’s experience in an outreach role
* Excellent spoken and written communications experience including reports and presentations
* Experience of working to deadlines and meeting targets within tight financial limits
* Basic experience of managing a budget (balancing subs Vs expenses)
* Excellent interpersonal, communication and administrative skills.
* An interest in and enthusiasm for live music, theatre and performance
* A good level of literacy and creativity, particularly with regard to communicating online
* A track record of working with a range of community groups and delivering projects and workshops
* Proven ability to work efficiently and methodically to instructions
* Experience of working on own initiative and unsupervised
* Willingness and ability to build relationships with local partners and supporters
* Discretion and the ability to maintain confidentiality
* Commitment to own continuing professional development and keeping up to date with developments in legislation and best practice
* Interest in the arts and a commitment to The Met’s vision and values
* Evidence of a commitment to equal opportunities policy and practice

DESIRABLE

* Arts Award Adviser training/accreditation and/or experience of delivering Arts Award activities
* Reporting internally on progress of income generation initiatives against targets
* Reporting externally to current and potential funders on the impact of their contribution to the work that The Met performs
* Develop our framework for evaluating and continuously improving the success of our fundraising strategy
* Ensuring GDPR compliance and best practice in all development and fundraising activities
* Any other duties as reasonably required by The Met.

Work related circumstances

1. A willingness to accept weekend and evening work, for which TOIL will be given.
2. A willingness to accept working around the region and nationally.
3. An understanding of the nature of a small arts business, meaning that at times the role may need to support Front Of House or Box Office functions, among other duties.

To apply please send your CV and covering letter to [victoria.robinson@themet.org.uk](mailto:victoria.robinson@themet.org.uk)