

SCOTTISH BALLET

Job description

1.	Job title: Engagement Officer
2.	Location: Based in Glasgow, but will regularly be required to tour with the Company and attend meetings and events elsewhere.
3.	Job summary: To plan and deliver high quality education projects to all sectors of the community, both on tour and locally, and to play an active role in the day-to-day running and long-term vision of the Engagement Department.
4.	Reports to: Engagement Creative Director (ECD)
5.	Key working relationships: <ul style="list-style-type: none">• The position reports to the ECD as a member of the Engagement team.• The position works closely with the Director of Engagement (DoE), the Chief Executive/Artistic Director (CEO/AD), and all other members of the Engagement and Artistic teams, including dancers.• Requires the ability to build excellent relationships with freelance tutors and musicians, educational institutions, cultural organisations, community organisations and groups, students, local authorities, venue staff and the public.
6.	Key accountabilities: <ul style="list-style-type: none">• To play a role in the day-to-day running and long term vision of the Engagement Department.• To work as an integral member of the Engagement team in developing and planning new innovative and high quality education initiatives.• To work with the CEO/AD, DoE and ECD to establish and maintain excellent working relationships with external partners.
7.	Specific duties: <ul style="list-style-type: none">• Liaise with internal colleagues to gather appropriate information and support material to inform repertoire based Engagement projects.• Work collaboratively with the DoE and ECD to develop, implement and maintain the artistic vision of the Engagement department.• Prepare appropriate support and resource materials for projects in consultation with the DoE, ECD and other colleagues.• Liaise with freelance tutors and musicians as directed by and in conjunction with the ECD (and DoE where appropriate) on all Engagement projects and initiatives, in order to ensure they are suitably informed on repertoire and continue to uphold the standards of excellence offered by Scottish Ballet.

	<ul style="list-style-type: none"> • Devise and write teachers' packs to accompany projects as advised by the DoE and ECD. • Attend Company rehearsals and liaise with dancers to learn current repertoire as required. • Devise and deliver high quality, discrete projects, which will include teaching and choreographing for people of all ages and abilities. • Assist with the monitoring and evaluation of projects to enable accurate reporting to the Scottish Government and other key funding bodies. • Attend meetings as required.
8.	<p>Other duties: Other duties as consistent with this JD or as directed by the DoE (and ECD where appropriate).</p>
9.	<p>Key attributes:</p> <ul style="list-style-type: none"> • Degree in Dance or equivalent. • Experience of devising and leading multi-art form projects. • More than two years' experience of conceiving and delivering a range of dance initiatives, both in community, professional and formal education settings. • Excellence in choreography. • Experience of collaboration within an arts organisation (desirable). • Experience of leading small project teams (desirable). • Performance experience (desirable). • Knowledge of dance, and an understanding and appreciation of Scottish Ballet's artistic vision. • Knowledge and understanding of arts education. • Current knowledge of the place of dance within formal education in Scotland. • Strong dance technique and sound choreographic skills. • Good IT skills, including windows based packages. • Ability to work alone or as a member of a team. • Strong interpersonal skills and the ability to establish excellent working relationships, both internally and externally. • Current, full, clean driving licence (desirable). • A positive, pro-active and flexible approach. • Thorough, accurate and able to work to tight deadlines. • Flexibility with working hours in order to cope with travel, touring, attending performances and other events. • An interest in the arts and a fundamental belief in Scottish Ballet and its objectives. • Willingness to share skills and experiences. • An enthusiastic attitude to arts education in its broadest sense. • Ability to maintain confidentiality. • Disclosure Scotland: Scottish Ballet will seek enhanced disclosure for

	the successful candidate and any job offer will be made conditional upon the success of the application.
10.	KPIs: To be added and agreed