



Audience Engagement Coordinator

Brighton & Hove

Short-term part-time contract

July – September 2018

Fee £1,700

The Marlborough Theatre is looking for a skilled Coordinator to join our *New Queers on the Block's* audience engagement project in Brighton & Hove.

We particularly welcome applicants from PoC, migrants and /or neuro or physically diverse communities, as they are under-represented within the organisation.

This role will involve community outreach and relationship building with local partners over the summer, leading up to the first date of the tour, 20th September at the Marlborough Theatre. This will include identifying audiences, engaging them in specific strategies to engage with the artists and works on tour, inviting them to the first *New Queers On The Block* event, and evaluation and monitoring.

The right candidate will have a particular interest in the experiences of LGBTQ+ groups that may not be accessing arts or cultural projects already, including working class people, people of colour and D/deaf and disabled people (including hidden disabilities). They will be the driving force behind developing audience engagement for the *New Queers On The Block* project in Brighton, working in collaboration with the Marlborough Theatre team and will take a strong leadership role to drive the programme forward.

The successful candidate will also have access to a package of producing and marketing support, as well as a healthy audience development budget to create initiatives of direct engagement.

Job Description

Duties

- Establishing relationships with local organisations and promoting the project to reach as wide a range of people as possible;

- Promoting the project to the wider community in an appropriate and effective way using flyers, posters, local radio and social media where appropriate;
- Undertaking assertive outreach in community contexts including colleges, estates, youth groups, community centres, focus groups and faith groups;
- Overseeing monitoring and evaluation of project;
- Creating a basic project time-line and shared on line calendar;
- Making regular verbal and written reports about the project's progress to The Marlborough Theatre;
- Ensuring audiences' access needs are met;
- Working with The Marlborough Theatre, to develop relationships and forge strong networks with LGBTQ+ communities and artists in Brighton and East England;
- Creating a database for future engagement

Person specification

- Experience of establishing relationships with LGBTQ+ Communities;
- Passionate about live performance;
- Knowledge of the barriers that exist to working class people or people of colour in accessing arts and cultural activities;
- Strong administration and IT skills;
- Excellent communication skills;
- Excellent record-keeping;
- A dynamic working style with an ability to lead, problem solve and drive a project from start to finish;
- Upholds principles of equal opportunities at all times

Fees, Budgets and Payment

Fee of £1700

Audience Engagement Budget: £1000

The nature of the position means that the post holder will be required to work some evenings and weekends either on site, at events or at home, as well as attending meetings as required.

Payment will be made as a freelancer by submission of invoice.

The postholder is responsible for all and/or any other tax payments that they may owe as a result of this employment and will make arrangements for them to be paid directly to HMRC including PAYE, NI and VAT if applicable.

TO APPLY

The prospective candidate will be required **submit a CV** and a 200-word (max) **Statement of Interest** via email to xav@marlboroughtheatre.org.uk

Application Deadline: 6th July 2018

Interviews: Week commencing 9th July

New Queers On The Block is a new strategic touring scheme developed and lead by The Marlborough Theatre, with support and funding from Jerwood Charitable Foundation and Arts Council England