Title: People’s Archive Coordinator

**Reports to:** Head of Creative Engagement

**Direct Reports:** Volunteers, Paid placements and Freelance project support and creative practitioners, as required

**Purpose of the role:**

**The People’s Archive Coordinator will be part of Capital Theatre’s Creative Engagement Department. This is a new post, made possible through a 4.5 year funding award from the National Lottery Heritage Fund that aims to deliver a heritage engagement programme inspired by the re-development of the King’s Theatre. The programme will:**

* **respond to the needs and interests of individuals and groups**
* **share and bring to life the King’s heritage**
* **stimulate creativity and skills development**
* **build relationships and foster future engagement with the King’s Theatre**

**A key objective of the programme is to establish and sustain relationships with individuals and groups local to the King’s Theatre who may have had little or no previous connection to the venue. Our target audiences are young people, families, students and older people in the Tollcross area, and we are particularly keen to engage with the people living with disabilities, people from ethnic minority communities and people from lower- income households.**

**The People’s Archive Coordinator has specific responsibility for the management of the King’s heritage archive and the volunteers involved in bringing it alive for audiences.**

## Our Vision

To inspire a life-long love of theatre

## Our Mission

* We will present high quality shows that stimulate, entertain and engage
* We will engage our audiences with the heritage of our buildings
* We will inspire the diverse communities that surround us and encourage them into our venues
* We will connect with performers, producers and audiences locally, nationally and internationally

***Our Values***

* **Consideration**

We will treat everyone that we meet with respect and courtesy

* **Collaboration**

Working together as a team, we will share information, learn from and support each other and use this approach with our stakeholders and partners

* **Professionalism**

We will behave with integrity; remain aware of our responsibilities and our position in the community, our status as a charity and a publicly funded organisation

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the communities we serve in the City of Edinburgh and beyond. The post-holder will also be a strong external advocate of the

organisation including CT’s role in its civic duty to the community.

# MAIN DUTIES AND RESPONSIBILITIES

*These main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised by the Head of Creative Engagement in consultation with the post holder.*

1. **The People’s Archive (PA)**

**A key objective of the role is to lead on the design, development and maintenance of the People’s Archive, a new collection of materials and memorabilia relating to the heritage and history of the King’s Theatre. Some elements of People’s Archive will be held at Edinburgh City Archive and a new website will make these, and a wide range of digitized items, accessible to the public. The materials held in the People’s Archive will be the inspiration for the King’s Heritage Engagement programme, a new strand of activity within Capital Theatre’s Creative Engagement programme**

**Managing all aspects of the People’s Archive, being responsible for collection management, digitising and making accessible materials relating to the history and heritage of the King’s Theatre.**

The post-holder will be responsible for:

* 1. Liaising with the selected website host on the design and content of the new People’s Archive website, pre-launch and throughout the life of the project
  2. Managing use of the People’s Archive website throughout the life of the project:
     1. Managing procurement of and permissions for all materials accessed on the site as required
     2. Being responsible for uploading content generated through the Creative Engagement programme and through wider public/stakeholder engagement.
     3. Being responsible for training and supervising staff and volunteers to update and use the site as required
     4. Researching and identifying materials from the site as stimulus for the design and delivery of the King’s Engagement programme; and for other Capital Theatres’ programmes as required
     5. Liaising with Capital Theatres on use of the People’s Archive in the promotion of the King’s heritage and associated programming activities
     6. Ensuring the website is maintained and updated and remains fit for purpose
  3. Being responsible for the relationship with Edinburgh City Archive (ECA) and the archive cataloguer about the physical materials and memorabilia and ensuring access as required to deposit and retrieve materials
  4. Working with the archive cataloguer to ensure that materials are appropriately categorised and
  5. Managing procurement of and permissions for all materials stored at the ECA site as required
  6. Managing budgets associated with the People’s Archive and all other archive related activity
  7. Contracting external consultants to support Archive development as required
  8. Liaising with other members of the Creative Engagement Team to research, design and deliver engagement projects that use the King’s archive as required
  9. Liaising with Capital Theatres’ Marketing and Communications teams to maximize visibility of and access to, the King’s archive materials
  10. Ensuring that appropriate and ongoing evaluation mechanisms are in place to review and refine the People’s Archive at key stages of the project.

1. **Volunteers**

**Managing and co-ordinating the volunteers who will play a key role in stimulating the Heritage Engagement programme; Providing opportunities for volunteers of all ages and levels of experience to develop skills, learning and opportunities in response to the King’s heritage and history.**

The post-holder will be responsible for:

* 1. Identifying, recruiting and managing volunteer teams from target audiences and stakeholder groups to contribute to the work of the People’s Archive, to include supporting volunteers to:
     1. Take, digitize and upload oral history interviews with the public and programme participants
     2. Digitize and upload creative outputs from Heritage engagement activity
     3. Research and access archive materials
  2. Recruiting and managing volunteers to undertake school and student **work placements** within the King’s staff team
  3. Recruiting and managing volunteers to deliver the **King’s daytime offer**, as Welcome hosts, Tour guides and in other roles as required to support the Heritage engagement activity.
  4. In collaboration with the Head of Creative Engagement, recruiting and managing the **Paid Placement positions** of King’s Heritage Engagement Assistant
  5. Designing and managing delivery of training for all volunteers to support continued skills development and learning opportunities through the volunteer programme
  6. Updating and implementing the terms of Capital Theatres Volunteer Policy, Handbook and Agreement to ensure all volunteers are contracted and supported within appropriate terms and conditions
  7. Ensuring that all Volunteer projects are delivered within the parameters of Capital Theatres and host venue/group’s health and safety, safeguarding, data management/privacy and other policies as appropriate
  8. Ensuring that appropriate and ongoing evaluation mechanisms are in place to review and refine the Volunteer programme at key stages of the project.

1. **Interpretation**

**Curating and co-ordinating a changing series of heritage-related displays at the King’s Theatre, and in the wider community, that showcases the outputs of the King’s Engagement programme.**

For each installation, the post-holder will be responsible for liaising with community partners and/or Capital Theatres’ colleagues, to:

* 1. Agree project aims and objectives
  2. Identify and source archive materials or items required to enhance the interpretation of displays
  3. Source and contract appropriate additional freelance expertise as required
  4. Allocate and manage resources required to support the project: budget, personnel, schedule, materials, space etc.
  5. Work with volunteers to support the project as appropriate
  6. Collect necessary permissions for the public sharing of creative outputs, if required
  7. Liaise with King’s Theatre technical and FOH staff to install and take down displays
  8. Liaise with King’s marketing and FOH staff to manage and promote public engagement with the changing displays within the King’s Theatre
  9. Liaise with external venues to host displays of heritage interpretation exhibits in partnership with community stakeholders
  10. Ensure that all projects are delivered within the parameters of Capital Theatres and host

venue/group’s health and safety, safeguarding, data management/privacy and other policies as appropriate

* 1. Ensuring that appropriate and ongoing evaluation mechanisms are in place to review and refine the changing interpretation display programme at key stages of the project.

**5 Creative Engagement department**

1. Working as part of the Creative Engagement department, contributing expertise, collaborating on projects and supporting the design and implementation of Capital Theatre’s creative engagement strategy.
2. Contributing to evaluation and reflective practice and providing information for regular NLHF reports and for other funders as required

# PERSON SPECIFICATION

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| **Essential Experience** | **Desirable Experience** |
| * At least 3 years’ experience of managing, developing and maintaining collections or archives, including an online collection portal * Proven experience of managing a volunteer programme, including the delivery of training and skills development for volunteers * Proven experience of sourcing and using archive materials to stimulate creative public engagement * Proven experience of planning and managing public events and activities | * Experience of working on heritage projects for a cultural organisation * Experience of recruiting and facilitating volunteer participation in cultural or other third sector projects * Experience of co-ordinating creative engagement programmes with diverse communities * Experience of working in performing arts environment * An archive or museum qualification or degree in a relevant subject |
| **Essential Skills and Abilities** | |
| * Initiative to plan and manage a varied workload effectively and efficiently under pressure * Excellent organisational and administrative skills * Highly developed ‘people’ skills – verbal and written communication skills, empathy, openness and patience * Ability to collaborate with colleagues to achieve shared goals | |
| **Knowledge, Attitude and Behaviours** | |
| * A significant interest in, and appreciation of, the activities of Capital Theatres and the performing arts in general | |

* Good knowledge of the Scottish safeguarding regulations
* Energy and enthusiasm
* A sophisticated and diplomatic approach
* Willingness to work in a flexible manner, including evening and weekend duties when required
* Absolute commitment to equality, inclusion and diversity
* Flexible and adaptable working style
* A commitment to locate to the region and to be available to be present in the theatres when required
* Willingness to travel as required

**People’s Archive Coordinator**

**Main Terms and Conditions of Employment**

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|  | **Category** | **Term** |
| 1 | Tenure | Fixed term contract, Spring 2022 to Autumn 2026, exact dates tbc |
| 2 | Reporting to | Head of Creative Engagement |
| 3 | Salary | £26,138 pro rata x 4 days per week |
| 4 | Hours | 32 per week. No overtime is payable but time off in lieu for excess working hours may be agreed with the line manager as appropriate.  There will be evening and weekend hours required |
| 5 | Annual Leave | 24 days per annum (inclusive of all statutory Scottish bank holidays), rising to 28 days after 5 years’ service, and 32 days after 10 years’ service  Holiday year runs from 1 April – 31 March |
| 6 | Notice Period | 1 month |
| 7 | Pension | The Company operates an auto-enrolment pension scheme with 8% employer contribution and 4% employee contribution  Option to increase through additional voluntary contributions |
| 8 | Place of Work | Mainly at the Festival & Kings Theatres, Edinburgh; post will require some local and national travel and home working |
| 9 | Additional Benefits | The Theatres offer a number of discretionary benefits including:-   * Life assurance cover of 3x salary * Free and/or discounted tickets for performances (subject to availability) and Complimentary Friends Membership * 20% discount in the Festival Theatre Café |
| **All other terms and conditions of employment are as detailed in the Staff Handbook** | | |