**Job Description**

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| **POST DETAILS** |
| **Directorate or Division** | Commissioned Services / The Marlowe Theatre |
| **Organisation** | Canterbury City Council | **Location** | The Marlowe Kit |
| **Job title**  | Pioneering Canterbury Digital Producer |
| **Reports to**  | Pioneering Canterbury Programming Manager |
| **Grade** | CCC 12 | **Politically Restricted Post** | No  |
| **DBS Requirement** | Standard: No Enhanced: Yes  |

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| **JOB PURPOSE** |
|  To ensure full audience engagement especially young people, with arts, culture and heritage, using digital expertise to realise the objectives of the Marlowe Theatre, Pioneering Canterbury Programme and the East Kent Pioneering Places partnership.To enable and ensure opportunities are created for digital engagement with Marlowe Theatre projects.Pioneering Canterbury is part of the East Kent Pioneering Places project which aims to strengthen networked arts, culture and heritage within the place, leading to a more prominent role for culture in meeting local social and economic priorities. All Pioneering Canterbury posts will work to support the delivery of the East Kent Pioneering Places aims. |

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| **PRINCIPAL ACCOUNTABILITIES** |
| * To lead on developing and delivering the effective digital production and operation of Pioneering Canterbury’s ‘Escape Room’;
* To ensure the effective operation of the ‘Digital Suite’ as part of the Pioneering Canterbury programme of activity;
* To manage the production, editing and presentation of digital content and applications for the theatre’s creative and heritage projects;
* To work closely with officers and partners to develop and manage a digital archive to improve understanding and increase access to the heritage collections;
* To use digital resources as a tool for evaluating the impact of the theatre’s projects;
* To research, develop, maintain and manage the technical resources necessary to support digital engagement with the theatre’s creative and heritage projects and increase access to Canterbury’s collections;
* To advise the Head of Artistic Productions on relevant trends and developments in digital technology;
* To support the gathering and evaluation of customer feedback, continuously monitoring, reviewing and developing the digital programmes to ensure delivery of the Pioneering Canterbury desired outcomes as part of broader project and department team;
* To follow the theatre’s Safeguarding Policy and procedures for child and vulnerable adult safeguarding;
* To identify and pursue funding and commercial opportunities to sustain the digital programmes beyond two years;
* To represent The Marlowe Theatre and be its advocate, helping others (partners, funders, individuals etc) to develop an understanding of the creative, learning and participation work of The Marlowe Theatre and its impact (for example on individuals, the community, the economy);
* To manage budgets as appropriate;
* To ensure compliance with theatre policies and procedures so that the theatre is fulfilling its obligations.
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| **REQUIRED ATTRIBUTES** |
| **Knowledge** | * Good knowledge of current trends and developments in the creative use of digital technology;
* Some knowledge and understanding of cultural practice in a local, regional and national context;
* Good knowledge of relevant software programmes;
* Good knowledge of relevant legislation and regulations including health and safety and safeguarding

Desirable* Some knowledge of the heritage sector
* Some knowledge of the education sector
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| **Skills** | * Good project management skills
* Excellent written and verbal communication skills
* Sound recording skills
* Digital editing skills
* Camera skills
* Must be able to demonstrate innovative approaches to problem solving;
* Good presentation skills
* Good administration skills
* Excellent planning skills
* Excellent IT skills
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| **Experience** | * Previous experience of working in the digital arts which could include in the gaming industry, film or performing arts
* Experience of delivering digital projects
* Experience of working with a local community
* Some experience of working with young people

Desirable* Experience of working in the gaming industry
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| **Qualifications** | * GCSEs (or equivalent) in Maths and English at Grade C or above
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| **JOB DIMENSIONS** |
| **Annual budgetary amounts**  |  |
| **Number of staff reporting to the job holder**  | 0 |
| **Any other relevant statistics/information** |  |

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| **NATURE OF CONTACTS** |
| **Internal** | * Regular contact with the Pioneering Canterbury Programme Manager and Exhibition Producer to discuss programme and activities;
* Regular contact with the Head of Artistic Productions and the Theatre Director to discuss programme and activities;
* Regular contact with the theatre’s Senior Management Team;
* Regular contact with the Creative Development Producer to develop links with the Marlowe’s Associate Schools;
* Regular contact with staff involved in fundraising to provide ideas, information for fundraising applications and to monitor their progress;
* Occasional contact with Head of Commissioned Services and Assistant Director, Commissioning;
* Regular contact with the Museums and Galleries team
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| **External** | * Regular contact with programme participants
* Regular contact with participants parents, carers and teachers
* Contact with heritage partners and academics including UKC, CCCU and CAT.
* Contact with local community groups and voluntary organisations
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| **WORKING ENVIRONMENT** |
| Some evening and weekend work |

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| **ORGANISTION CHART** |
| See attached |

**Corporate Statements**

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| 1 | To comply with legislation, council policies and procedures including: |
|  | * Safeguarding and promoting the welfare of children policy together with the DBS Code of Practice;
* equal opportunities policy for employment and delivery of the service including implementation and monitoring;
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|  | * the Health and Safety Policy;
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|  | * the Data Protection Act, Freedom of Information Act, ICT and data security and usage policies
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| 2 | To comply with the values and behaviours of the council. |
| 3 | To promote the highest standards in public life. |
| 4 | To ensure our customers are valued by taking into account their views and needs in all that we do. |
| 5 | To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements. |
| 6 | To communicate openly and honestly with colleagues, members and customers. |
| 7 | To undergo any training necessary to be able to fulfil the requirements of the job. |
| 8 | To carry out other duties commensurate with the grade and skills of the post holder as directed and as may be required from time to time. |
| 9 | The duties of the post are subject to regular review and the details contained are a guide to the required performance of the contract of employment. |

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| **JOB DESCRIPTION SIGN-OFF** |
| **Completed by** | *Marlowe Theatre General Manager* | *Date* |
| **Reviewed/Agreed by** | *Head of Commissioned Services* | *Date* |
| **Budget Reviewed/Agreed by** | *Finance Manager* | *Date* |
| **Job Holder Reviewed/Agreed by** | *Pioneering Places Digital Producer* | *Date* |

**August 2017**