

Mayflower

JOB DESCRIPTION

Job title:	Artist Development Programme Leader
Department:	Participation
Reporting to:	Creative Outreach Manager
Liaise with:	Outreach Programme Leader, Youth Programme Leader, Education Programme Leader, Youth Company Programme Leader, Producers, Programming and Participation Administrator
Contract:	Permanent – 3 Days

Mayflower is committed to safeguarding - protecting young people and adults with needs for care and support. As such, any roles involving any type of regulated activity with young people and adults with needs for care and support are subject to a safer recruitment process, including Enhanced DBS clearance before taking up the role along with the collection of references. We ensure that we have a range of policies and procedures in place which promote safeguarding, diversity & inclusion and safer working practices.

Job purpose:

To project manage and administer the Propel Artist Development programme of work ensuring Mayflower supports and nurtures local and regional artists.

Main duties and responsibilities:

Plan and deliver programs of work in response to Participation Objectives and under direction from the Creative Outreach Manager at both the theatre and studios.

- Programme and manage Propel Artist Development opportunities, these currently include but are not limited to:
 - Artist Residencies
 - Propel Associates
 - Artist Network and CPD programme
 - Scratch Nights
 - Woven Network
 - Showtime offer with Stage Door
- Develop the company's championing of local and regional work, including curating and delivery mentor sessions to support artists.
- Develop and maintain local and regional partnerships seeking opportunities for collaboration and sector development.
- Support and educate artists with funding and development opportunities.
- Support the Creative Outreach Manager and the Head of Programming with identifying artists to perform in the Shout Season.

Mayflower

- Work collaboratively with Participation Programme Leaders to research, develop and deliver clear pathways into the artist development programme for 16 – 25-year-olds.
- Liaise with marketing to promote the artist development programme including a social media presence and website content.
- Embrace and promote Diversity and Inclusion policies. Demonstrate a commitment to the broadening of cultural diversity and access across all areas.
- Work within the team supporting wider participation activity including outreach workshops, youth projects, family fun days and other activity as the need arises.
- Carry out any ad hoc tasks, projects and additional activities as may be required.

General

- Evaluate all projects, including delivering project milestone meetings, ensuring the project is monitored and completing the end of project report.
- Ensure all projects are accurately represented on our website, including material relating to impact.
- Manage project budgets.
- Liaise with other departments ensuring all events are set up and communicated in a timely and effective manner.
- Ensure legal paperwork is in place (agreements, H&S risk assessments etc.).
- Deliver backstage tours and support across activity in the Participation team.
- Carry out any other ad hoc tasks, projects and additional activities that may be required.
- Maintain and uphold safeguarding policy and protocol.
- Manage sensitive data in line with GDPR guidelines.
- Undertake training in First Aid and act as a First Aider at all participation activity.