

HOME.

Job Title Head of Engagement





About HOME

Thank you for your interest in this role at Greater Manchester Arts Centre (HOME).

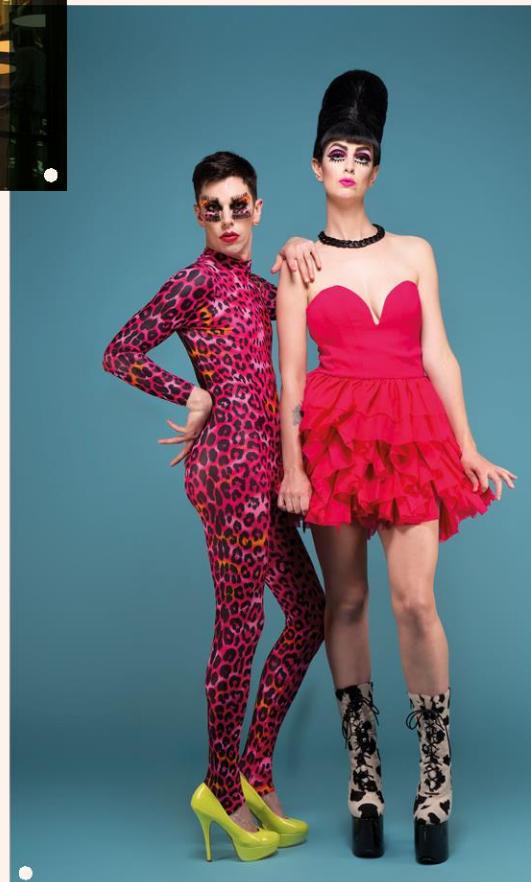
HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester operated by Greater Manchester Arts Centre (GMAC).

Since opening, we've achieved a lot. In the first three years, we welcomed over 2.3m visits to an international programme of over 20,000 events in our cinemas, theatres and galleries. We became one of the few UK organisations to produce new work across theatre, visual art and cinema. Our engagement team worked with over 55,000 participants, and we set up a dedicated Talent Development team to support and build the creative potential of artists in the region.

HOME is an open and social space for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world. HOME curates engaging, international, high-quality work, and serves to develop art and artists at all stages in their careers. This is done across:

- Two theatres: c.500 proscenium arch theatre (T1),
- and a flexible c.130 seat Studio theatre(T2);
- 500m² contemporary exhibition space;
- Five state-of-the-art cinema screens presenting one of the
- most celebrated independent film programmes in the UK;
- Rehearsal and development spaces.

HOME is also a thriving cultural business, with a highly successful bar and restaurant, growing events and hires business, a fine retail offer, and an international publishing arm (Cornerhouse Publications).



Home's Mission

HOME is an open and social space place for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

Home's Vision

HOME is central to making Greater Manchester a major city celebrated for its' distinctive art, art that enriches the lives and life chances of its' people, a magnet for artists and creatives with the highest engagement in the arts in the UK.



HOME'S VALUES

Creativity

Bringing imagination, resourcefulness and innovation to our work

Pioneering

Leading the way, breaking new ground, being ahead of the curve, taking risks

Collaborative

Seeking out opportunities for sharing and partnership

Engaged

With our city region and the wider world, with art and artists and with ideas and issues

Open

Welcoming and engaging with multiple voices, ideas and perspectives

Rigorous

Striving to do the best work, valuing quality.

**31,264 PEOPLE INCLUDING 4,564 YOUNG PEOPLE
AGED 15-25 TAKING PART IN 713 TALKS, TOURS,
WORKSHOPS AND ENGAGEMENT EVENTS**

**289 VOLUNTEERS
ENGAGED, CONTRIBUTING:**



11,608
volunteer hours



94 community
groups engaged



1,225 Inspire
£1 tickets used

**HOME SCHOOLS &
COLLEGES PROGRAMME:**



5,469 pupils
engaged from **114**
schools and colleges



16 RELAXED THEATRE
AND FILM EVENTS
ATTENDED BY **415** PEOPLE



3 BSL-led
exhibition tours



17 BSL-interpreted
film intros and events



3,700 Audio
Described and **284**
Caption Subtitled
film screenings



5 Audio Described,
5 Caption Subtitled
& **5** BSL-interpreted
theatre performances

HOME IN NUMBERS 2017/18



50,538

visits to our exhibitions



232,200

tickets sold



16,578

theatre tickets for £10 or less (35% of all theatre tickets)



18,166

£5 student/job seeker tickets issued



2,734

children's tickets sold



Between 1 Jan & 31 Dec 2016, HOME was the second most visited attraction in Greater Manchester

Source: Marketing Manchester Intelligence Factsheet: Tourism – its value to the local economy.



1,666,740

visits to the HOME website (+44%)



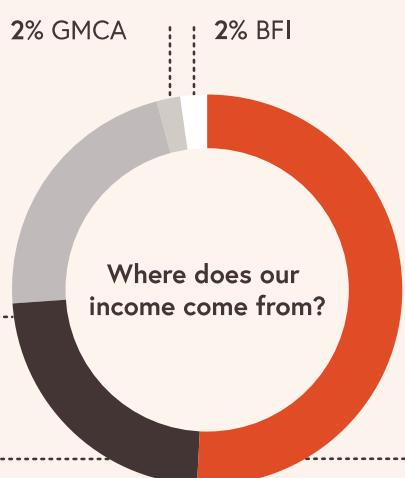
44,649

Twitter followers (37,121 in 2016/7)

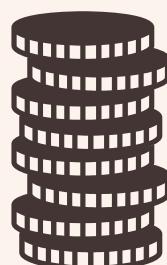


318,205

views for HOME trailers, behind the scenes films, and online Q&As



£6m
total income



HOME IN NUMBERS 2017/18



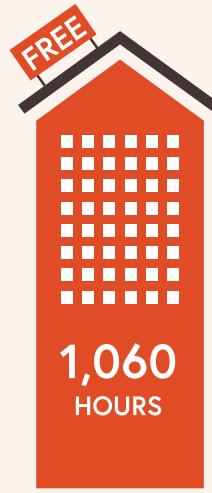
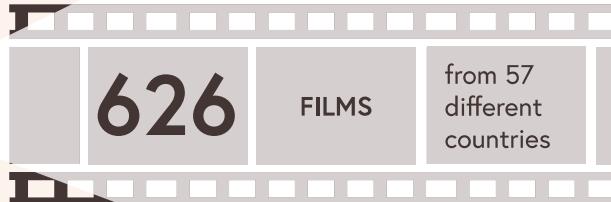
453 artists and performers from over 30 countries commissioned



179 film events, intros, Q&As and panels with writers, directors, producers and actors



152 jobs created for technicians and creatives, 345 work experience attendances, 1 apprentice and 2 paid interns



worth of free rehearsal space provided to 137 theatre creatives, worth £53,000 at commercial hire rates





ABOUT THIS ROLE

About Engagement at HOME

HOME's engagement activity is crucial to achieving the vision for HOME. By 'engagement' we mean every activity that enables people to get closer to the programme, artists and art forms, to develop their own skills and knowledge, and to tell their own stories through their own artistic creations.

Whether it is through artist-led participatory projects, workshops, study sessions, courses, Q&A's, residencies, commissions, talent development projects or work-based learning.

Everything we do links to our wider programme, with nothing in isolation, and the Engagement teamwork across the whole organisation and with partners across the city and country to ensure the best possible impact.

Job Summary

To be responsible for developing the engagement strategy and overseeing the programming, planning, organisation and delivery of HOME's Engagement Programmes in line with the Business Plan 2021-23.

As part of the role, the successful candidate will work in collaboration with colleagues, partners and the community to develop and deliver a revised engagement strategy to meet the needs of the region. It will provide opportunity for people from all walks of life from across Greater Manchester to discover and experience the arts and/or to develop skills for life, whilst simultaneously re-building HOME programmes and audiences.

The role includes responsibility as the lead Designated Safeguarding Officer for HOME, and will ensure that the organisations policies, procedures DBS checks, staff training and risk assessments are regularly reviewed and implemented across the organisation.

This role sits on the Wider Leadership Team, and collaborates with other creative leads to help shape the broader artistic direction of HOME across artform.

TERMS & CONDITIONS

Salary

£37,137 per annum

Contract

Permanent Full Time

Hours of work

40 hours per week including lunch breaks

Holidays

25 days initially rising to 30 days after 5 year's service plus bank holidays

JOB DESCRIPTION

Main Duties

Engagement

- To oversee the strategic development, management, implementation and delivery of Engagement programmes across HOME's activities.
- To work with the Director & CEO and other creative leads to develop a cohesive artistic programme for HOME.
- To manage the engagement staff, ensuring they are supported in developing knowledge and skills required to deliver the highest standards.
- To work with the wider Artistic Teams, Operations and Technical Teams to ensure the integration, quality and effectiveness of all Engagement programme delivery.
- To implement HOME policies, in particular those around Child Protection, Safeguarding, Diversity and Access.
- To be the lead Designated Safeguarding Officer and to oversee all Child Protection and Safeguarding procedures at HOME – overseeing annual policy updates, DBS checks, staff training and ensuring risk assessments include appropriate measures.
- To keep up to date with changes in local, national and international thinking on communities, education and the arts to ensure that HOME's strategies are in line with key local and national government priorities.

Audience Development & Access

- To work with the Director of Marketing and Communications to create and develop engagement projects and activities to meet HOME audience development objectives and targets.
- To work closely with the Communications and Marketing Team to ensure that audience targets are met and that HOME Engagement work has a high profile both inside and outside the organisation.
- To work with the Communications and Marketing Team to promote the widest possible access to all aspects of the work at HOME.
- To support the Access Programme Producer in developing access services and programmes at HOME, ensuring the programme is accessible and welcoming to everyone.

Relationship management

- To develop, contract and oversee external partnerships (including national, regional and grassroots organisations, educational institutions and other groups).
- To build and maintain relationships with key stakeholders and funders.
- To represent HOME at external meetings, groups and platforms relating to creative learning and skills, outreach and participation at local, national and international levels.

JOB DESCRIPTION

Financial

- To set and control programme budgets as agreed with the Executive Director.
- To work within HOME's agreed finance and accountancy procedures.
- To work with the Development Team to identify sources of funding for engagement work and to support their work to secure funding streams.

Monitoring and evaluation

- To set and monitor annual targets relating to the Engagement programme.
- To work with the Executive Administrator maintain monitoring and evaluation frameworks to ensure that the programme and its activities and events are properly recorded and evaluated.
- To report back to key stakeholders and funders on all engagements activities and projects and to lead on managing relationships with key education establishments amending priorities and strategies as necessary.
- To evaluate and interpret data and prepare material for written reports for HOME's Board and funders.

Other

- Perform all tasks in line with HOME's commitment to providing the widest audience access.
- To be an advocate and ambassador for the organisation.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Executive Director.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as required.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Experience in a similar engagement role</p> <p>Experience of setting and managing budgets</p> <p>Experience of overseeing safeguarding practices</p> <p>Experience of leading and managing a team in line with corporate objectives</p> <p>Experience of collaborative working</p> <p>Experience in writing funding applications and reporting to funders</p> <p>Public speaking</p>	<p>Experience of working for a charity or third sector organisation</p> <p>Working in an arts organisation</p>
Knowledge/Interests	<p>Excellent knowledge of, and interest in, the UK arts scene</p> <p>Knowledge of the theatre and performing arts, visual arts and/or film sectors</p> <p>Excellent understanding of and high level commitment to equality and representation</p> <p>Up to date knowledge of legalities and best practice around safeguarding and child protection</p>	<p>Knowledge of North West landscape for engagement and participation</p> <p>Working knowledge of apprenticeships and work-based training</p> <p>Undertaken recent child protection and safeguarding training.</p> <p>Undertaken disability awareness training.</p>

PERSON SPECIFICATION

	Essential	Desirable
Practical & Intellectual Skills	<p>Excellent organisational, scheduling and planning skills, including ability to prioritise sizeable workload and delegate tasks accordingly</p> <p>Strong IT skills</p> <p>Excellent communication skills – able to motivate a broad cross section of both internal and external partners, including arts professionals</p> <p>Commitment to quality and accuracy and an excellent eye for detail</p>	Ability to deliver arts-based engagement or participation activity
Disposition & Attitudes	<p>Motivated collaborator and self-starter able to work calmly under pressure to deadlines</p> <p>Desire to learn new skills, with an excellent eye for detail and a problem solving attitude</p> <p>Ability to embrace change in current processes and to continually improve own performance and that of the team</p>	
Personal Circumstances	Willingness to work unsociable hours, including evenings and weekends when required	

HOW TO APPLY

Please complete the HOME application form telling us how you meet the Person Specification for this role and return with a completed Equal Opportunities questionnaire.

The deadline for applications is **Friday 18th June 2021 12 noon**

Interviews will take place week commencing Monday 28th June 2021

Please email a copy of your application to:

recruitment@homemcr.org

Unfortunately, we cannot acknowledge receipt of applications.

If you have not heard from us by Friday 26th June 2021, please assume that we will not be taking your application any further.

HOME strives to be an equality opportunity employer

Thank you for your interest in this post.

CLOSING DATE

Friday 18th June 2021 at 12 noon

FUNDED BY



FOUNDING SUPPORTERS



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No: 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.