**Education Assistant – Role Specification**

**Responsible to:** Associate Director and Education Officer

**Hours:** Variable up to8 a week. These hours can be worked flexibly around the needs of the education programme but will involve some evening and weekend work.

**Rate of pay:** £10 per hour.

**Purpose of Job:**

To support and promote all aspects of the delivery of the Minack’s Taking Part programme as agreed with the Associate Director and/or Education Officer.

**Joining In**

1. Provide admin support to the Associate Director and/or Education Officer with the planning of activities for Minack visitors, booking practitioners as appropriate within budgets.
2. Ensure all visitor education activities are promoted on the Minack internal calendar, website and social media and provide support to the practitioner on the day as appropriate.

**Learning & Playing**

1. Book workshops with schools coming to the Minack in line with the education objectives.
2. Book workshops that can be delivered into schools in line with the education objectives.
3. Book suitably experienced practitioner teams for all workshops.
4. Ensure all workshops are booked onto the Minack internal calendar.
5. Support the Education Officer to organise multi-school projects in line with the education objectives.

**Developing & Performing**

1. With the Education Officer monitor the Minack Youth Theatre database.
2. Promote all Youth Theatre activities and book students in as appropriate.
3. Be a point of communication for all Youth Theatre activities.

**General**

1. Monitor and respond to enquiries to the education@minack.com email address at least 5 days a week.
2. Promote all areas of education activity via social media and in other ways as agreed with the Associate or Executive Director.
3. Undertake any training as may be required from time to time and appropriate to the post.
4. Have an understanding how all areas of the theatre run.

In addition, as with all roles at the Minack, you must be conversant with the Trust’s Health & Safety, Safeguarding and Evacuation Policies.

**Person Specification:**

Essential:

* At least 2 years experience working administratively in a comparable role or education to degree level.
* Excellent interpersonal and communication skills.
* Ability to work as part of a team and with a wide range of people of all ages.
* Ability to work under pressure in a customer facing or creative environment.
* A high level of computer literacy: use of Word, Excel, Outlook, social media and internet.
* Ability to work on your own, tracking your time accurately.
* A proven interest in cultural events, specifically plays/musicals.

Desirable

* Training as an Arts Award assessor, especially at Explore and Discover level.
* Safeguarding Level 2 training (this will be provided if not already in place and up to date)
* First Aid training and experience.
* Experience of dealing with schools in some capacity.