

Theatre Cinema Community

WELCOME TO THE DUKES

Head of Creative
Communities Pack



@thedukeslancaster

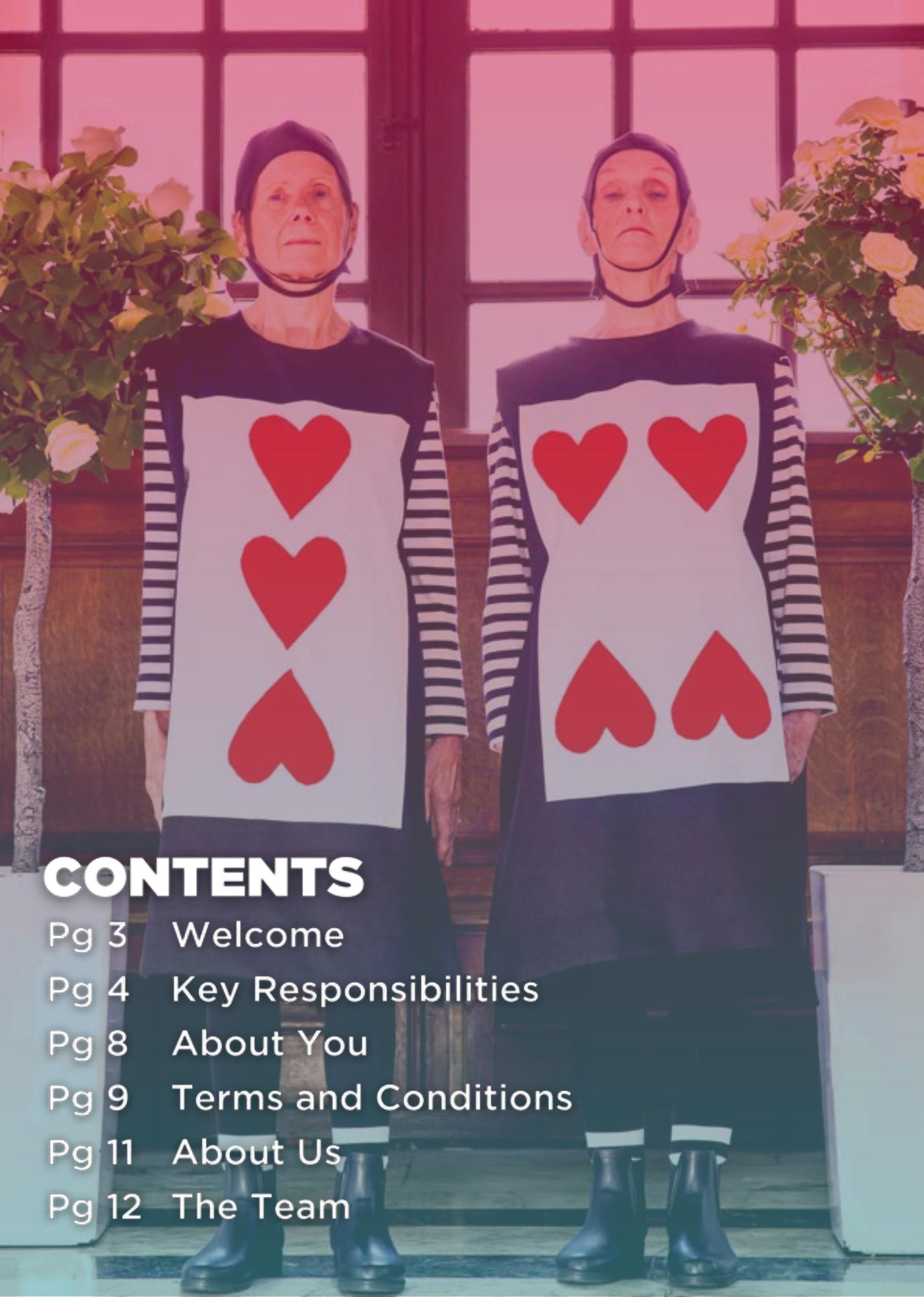


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WELCOME

Thank you for taking an interest in the role of Head of Creative Communities at the Dukes. The Dukes is one of Lancaster's most valued cultural organisations, with a programme of live performance, cinema and creative engagement.

Creative Communities harnesses the collective artistic energy and expertise of The Dukes to offer distinctive participatory experiences for our communities in Lancaster and the wider region. Our work enriches lives, raising aspiration and inspiring creativity through cultural engagement. It is for everyone but with a particular focus on young and older people. It offers opportunity to develop skills, attain qualifications and explore career pathways into the cultural industries. As the Head of Creative Communities, with close collaboration with the CEO, you will lead on all aspects of the participatory offer. You will lead the department strategically and administratively, inspiring the team, wider staff and external stakeholders with the vision and impact of the work.

Key Details:

Job Title:	Head of Creative Communities
Responsible to:	CEO
Responsible for:	Creative Communities Officer, Prime Time Coordinator, Freelance Facilitators, Young Company Director, Workshop assistants, work placements
Main relationships:	Executive, Development officer, Marketing, Finance, Production
Application Deadline:	Monday 20th January, 12pm

To apply, we ask that you submit a CV and Cover Letter that are both two sides of A4 long, to ask@dukeslancaster.org with the subject Head of Creative Communities.

Please use your Cover Letter to tell us about yourself, what you believe you can bring to the Dukes, and detail your relevant experience in relation to the job pack.

KEY RESPONSIBILITIES

As the Head of Creative Communities your key responsibilities are:

- **Strategy:** To ensure that the strategic aims of the Creative Communities programme are in line with the vision and mission of The Dukes. To ensure the strategy is both coherent and inspiring and that it is owned and understood by the wider organisation and key stakeholders.
- To take a lead (in close collaboration with CEO and HoD's) in further animation of The Dukes through a refocussed and redesigned participatory offer.
- To keep abreast of current national initiatives in the creative learning and community sector and to attend conferences and industry events as needed.
- To be able and willing to plan and deliver high quality workshops to various groups as required.
- **Advocacy and Fundraising:** To collaborate closely with the Development department and CEO in the strategic planning and practical implementation of fundraising to support the Creative Communities programme.
- To prepare and support delivery of evaluation of the engagement offer, creating a coherent framework for data collection with an awareness of complex and vulnerable beneficiaries.
- To compile end of project status reports for Board members and funders as required.
- To act as key liaison in The Dukes' ongoing relationships with major arts partners in the development and delivery of projects.
- To maintain and develop positive relationships with a wide range of external partners including local government bodies, educational establishments, community groups and local arts sectors.
- To work with the Executive and wider SMT in advocacy for the work of The Dukes and our wider impact on audiences and communities.
- **Planning and Budgeting:** To manage all practical and logistical arrangements related to the Creative Communities programme, which will include hiring staff, negotiating fees and issuing contracts in conjunction with the Creative Administrator.
- To ensure that relevant project and event information is communicated correctly throughout the organisation.
- To ensure efficient administration of all community and youth productions, projects and programme of workshops, including the management of project budgets and the maintenance of sound financial controls and records.

- To provide the Marketing & Sales department with sufficient information to ensure that the Creative Communities programme is promoted effectively across The Dukes publicity as necessary i.e. website, season's brochure, etc.
- To prepare a budget for the Creative Communities programme in conjunction with the CEO and Head of Finance and to be responsible for rigorously monitoring and administering that budget.
- Audience Development: To play a significant role in Programme Planning, ensuring that the voice of our wider community are part of the decision-making process.
- To collaborate with the CEO and Head of Marketing & Sales to devise and deliver audience development strategies both in relation to specific projects and in order to achieve longer term objectives.
- Safeguarding: To act as Safeguarding lead alongside the CEO ensuring that the Safeguarding policy is reviewed and implemented.
- To ensure all staff have appropriate DBS clearance before commencing work.
- To ensure that The Dukes conforms to all legal and regulatory controls and measures which are related to any area of the post holder's accountabilities - with special responsibility for ensuring compliance with child, young persons', and vulnerable persons' protection policies.

Finance, funding and accountability

- Set and manage budgets and resources for the creative engagement department. This includes being accountable for ensuring the match between resources and outputs, and the progress towards annual plans and targets.
- Work with the finance department and line reports to ensure accurate financial control of all projects and partnerships.
- In collaboration with the Head of Development, identify funding opportunities, prepare funding applications, report on funding, and manage stakeholder relationships.
- In collaboration with external partners, identify Lancashire-wide needs and opportunities and contribute towards funding applications, reporting and relationships.
- Ensure robust data and evaluation systems are in place to report to funders, and to advocate for the value of cultural engagement to a wide range of stakeholders.

General

- To always act in the best interests of The Dukes
- To take positive action to promote Equal Opportunities in all aspects of the work of The Dukes
- To agree to abide by and uphold The Dukes policies, as set out in the Staff Handbook
- To maintain confidentiality in all areas relating to The Dukes
- To maximise income and minimise expenditure wherever possible
- To be flexible and to undertake any other reasonable duties as requested by Management
- People Management
- To line-manage the Creative Communities team in the delivery of the engagement programme, to ensure that excellent artistic standards together with appropriate participant care and safeguarding are maintained
- To ensure commissioning briefs are met, tracked and evaluated
- To attend training courses and maintain professional development, as required, in consultation with the CEO
- To identify and agree Creative Communities departmental and organisational staff training and development needs

“The Dukes provides Lancaster with a cultural heart. I am always inspired, challenged and entertained and I’m grateful that Lancaster has such a great place where I can enjoy the arts.”

- Audience Member



Theatre Cinema Community

ABOUT YOU

- Experience of developing and delivering strategy within a creative context.
- Experience of devising and delivering outstanding participatory projects.
- Strong knowledge of creative learning and community practice, in the UK and internationally.
- Experience of fundraising, including working on applications to trusts & foundations and enthusing potential donors and sponsors.
- Experience of planning and delivering project evaluation through data collection and communicating project impact.
- Highly articulate with persuasive communication skills.
- A natural collaborator with excellent teambuilding skills.
- Experience of providing strong leadership with the ability to manage, develop and inspire a team.
- Experience of setting and managing budgets.
- Effective and efficient IT skills Strong organisation and presentation skills.
- A thorough knowledge of safeguarding issues, particularly in relation to vulnerable young people Enhanced DBS clearance.

TERMS & CONDITIONS

- Salary: £34,608 pa
- Hours: 39 hours per week
- Holidays: 20 days (not including bank holidays)
- Notice Period: Notice Period: 3 months

“Non-stop barrage of over-the-top silliness, audience interaction and fun for all ages.”

*Beyond Radio Review of Alice in Wonderland,
which included the involvement of
Prime Time Members*



Theatre Cinema Community

ABOUT US

The Dukes was founded in 1971 as the only producing theatre in Lancashire. The Dukes is committed to bringing high quality live performance and cinema, creative engagement, and amazing audience experience to Lancashire.

The Dukes Playhouse Trust, which is a registered charity, manages the Dukes, is a company limited by guarantee and is core funded by Arts Council of England and Lancaster City Council. This accounts for approximately 30% of our income (2024-25). Earned income generated through box office, room hire, and fees and projects are supported by grants and an expansive programme of individual giving and corporate sponsorship.

The Dukes is a member of the board of Lancaster BID, and our CEO is the member of the Lancaster District Arts Partners. The Dukes has relationships with a number of national funders including National Lottery Community Fund.

The Dukes has two core performance spaces, The Rake and The Round. The Rake is a traditional end on theatre and cinema space seating 313 whilst The Round is a unique purpose built in the round theatre space with 234 seats. The spaces are used for both live performance and cinema. Additionally, the Dukes has developed the old creative learning building into MoorSpace, a venue focused on creative engagement and hosting small-scale contemporary theatre focused on emerging and solo artists.

The Dukes is Lancashire's only producing theatre with a 'homegrown' Christmas performance and play in the park at Williamson Park. We also work in co production/in association to create work with artists. As a presenting theatre and independent cinema, the programme includes drama, dance, family theatre, comedy, and a range of film from across the world.

The Dukes works to support talent development, collaborating with local artists to support creative work made in and for Lancaster as well as artists from across the region. We provide R&D space and support and work with artists to facilitate the creation of new work.

THE TEAM

Staff are organised by departments: Programming, Marketing & Communications, Creative Communities, Technical, Visitor Experience and Finance. The Dukes currently employs 13 full-time, 9 part-time and 11 casual staff and has over 60 volunteers who donate their time and services.

The Dukes is in the heart of Lancaster city centre, a historic city in the North West. Lancaster is complimented by the beautiful Morecambe Bay and 15 rural villages surrounding the city. Lancaster has a thriving arts and cultural sector, and the Dukes works in partnership with many other organisations locally. We are also part of the Lancaster Business Development District and work alongside Local Authority initiatives and programmes to make Lancaster a amazing place to visit or call home.

the
DUKES
Theatre.
Cinema.
Community

the
Dukes
Theatre, Cinema, Gallery, Bar



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