

AUTUMN
2025

ht
HARROGATE
THEATRE



Photo credit: Josh Hawkins

HARROGATE THEATRE

CREATIVE ENGAGEMENT MANAGER (MATERNITY LEAVE)



Photo credit: Meg Terzza

Contents

P3 About Harrogate Theatre

P5 About the role

P9 Person specification

P10 How to apply

‘THIS THEATRE IS DOING MORE THAN PUNCHING ABOVE ITS WEIGHT, IT HAS ADOPTED A STRIKING NEW PROFILE.’
—THE STAGE



About Harrogate Theatre

Harrogate Theatre is a home for stories, music, dance and comedy, where everyone is invited. We present a broad programme of live performance to entertain and intrigue audiences; bringing people together to hear diverse stories and share memorable experiences.

At the heart of the organisation is a commitment to nurturing emerging and established talent. We support artist development, offer our resources to local community and amateur theatre groups, and deliver a thriving creative engagement programme.



Photo credit: Meg Terzza

Harrogate Theatre is a mixed economy theatre that produces its own work and also hosts the work of visiting professional touring companies, presenting a programme of diverse entertainment. The theatre is also home to a number of local amateur societies. There are two auditoria – a 500 seat main house and 69 seat studio theatre.

Harrogate Theatre offers a range of weekly term-time creative workshops for young people at its education space, Hive. Harrogate Theatre has one of the most buoyant youth theatre programmes in the country with a membership of over 150 young people between the ages of 4 and 18-years taking part in one of our many youth theatre groups. Our members regularly have performance opportunities either in-house or in the local community. We don't audition our members as we aim to offer everybody the same opportunities and experience regardless of background and everyone is encouraged to enjoy learning through creativity. Through our workshops we develop children's social and communication skills and deepen their knowledge of theatre. We also offer up to five after school clubs each term and a number of one-off schools workshops throughout the year.

Due to maternity leave Harrogate Theatre is recruiting for a Creative Engagement Manager to join the Creative Engagement department.



About the role

Job Title: Creative Engagement Manager (maternity leave)

Hours: 4 days a week/30 hours. December 2025 – 31 August 2026

Salary: £28,000 per annum, pro rata'd to £22,400

Application deadline: Friday 7 November

Interviews: Thursday 13 November

Main Purpose of Position

Reporting to the Director of Creative Engagement, the Creative Education Manager will work as part of a small, hard-working Creative Engagement department to devise and implement performance-based activities in the formal and informal education sectors and into the community. This a small department with a broad remit. The post-holder will need to be flexible, creative, able to work under their own initiative and passionate about the impact of creative engagement.

Responsible to: Director of Creative Engagement

Responsible for: Freelance workshop leaders, youth theatre assistants and volunteers



Duties & Responsibilities

The work of the Creative Engagement department covers youth theatre, schools and community. This role is tasked with managing a dynamic and exciting programme of educational activities for the formal and informal education sectors.

Management

- Supervise the day-to-day operation of the Creative Engagement department.
- Be accountable as the Deputy Designated Safeguarding Lead for safeguarding policy, procedure and practice across the organisation for children, young people and vulnerable adults. Monitor the use of child performers in HT productions including chaperoning where possible.
- Risk assess all Creative Engagement activity in conjunction with Head of Operations and Production Manager.
- Liaise with the Marketing Department to effectively raise the profile of Creative
- Engagement activity and keep all theatre staff informed of department activity.
- Contribute to the development of the Creative Engagement objectives for the business plan in collaboration with the Director of Creative Engagement.
- Keep up to date with education curriculum industry development.



Duties & Responsibilities

Youth Theatre

- Manage the administration of the Youth Theatre in line with data protection laws.
- Manage one formal performance for each of the above groups per year, including selection of scripts or devising stimuli.
- Organise resources for all Youth Theatre workshops and performances.
- Design and deliver Youth Theatre holiday projects and one-off workshops.
- Recruit, train and line manage youth theatre assistants and freelance staff.

Schools

- Act as first point of contact to the formal education sector.
- Administrate and manage After School Club projects.
- Lead up to two after school clubs per term in local primary schools.
- Attend careers evenings and administrate work experience placements.
- Maintain accurate syllabus information for programming and marketing teams.
- Manage one off schools workshop bookings, including delivery where appropriate.
- Develop relationships within the education sector that can stretch the impact of the department to more pupils and broaden our schools audiences.



Duties & Responsibilities

Community

- Collaborate with Director of Creative Engagement on participation opportunities for all ages which have health and well-being initiatives as core values.
- Lead theatre tours where possible.
- Lead one Storytime per month at Harrogate Library for under 5s and their families.

Finance

- Work within agreed project budgets.
- Maintain strict financial systems and spreadsheets.
- Produce financial reports as required i.e. information for tax relief.

Essential Skills/Certificates

- First Aid trained
- Enhanced DBS
- Chaperone license

Person Specification

Essential

- Educated to A level in a drama based subject or equivalent experience.
- A passion for and clear understanding of community-based arts and outreach in a theatre.
- A thorough understanding of the formal education sector.
- At least two years' experience of delivering engaging, inclusive workshops for young people aged 5 – 18 years in both the formal and informal education sectors .
- Track record of directing innovative, high-quality performances with young people.
- Excellent written and verbal communication skills for a range of stakeholders.
- Experience of supporting young people with additional needs to participate.
- A demonstrable commitment to inclusion and diversity.
- An aptitude for working well under pressure and to deadlines.
- An aptitude for working under your own initiative.
- Strong interpersonal skills, with staff, members of the public and professional peers.
- A methodical approach to multiple tasks, problem solving and prioritising workloads. Computer literacy (Word, Excel, Office365, Microsoft Teams).
- A positive attitude, flexibility and a sense of humour.

Desirable

- Experience of managing budgets.
- Experience of managing freelance practitioners.
- Paediatric first aid certificate.
- Mental Health First Aid certificate.
- A full, clean driving license and access to own car.



How to apply

Application Deadline: Friday 7 November

To apply please complete the Job Application Form and return to the Creative Engagement Manager either by email at niki.alderson@harrogatetheatre.co.uk or post to Niki Alderson, Creative Engagement Manager, Harrogate Theatre, Oxford Street, HG1 1QF. If you would like to discuss this position in more detail please email to arrange an informal chat.

You will also need to complete the online Inclusion and Diversity monitoring form (<https://tinyurl.com/3jpvuppc>). This form is only used to ensure our recruitment process is reaching the widest possible audience.

Interview date: Interviews will take place in person **Thursday 13 November**
Position starts **December 2025**

If we can support your application by offering an alternative format, please do let us know. Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.