

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

Role Title	Creative Learning Manager (Maternity Cover)
Reports to	Theatre Director & Creative Learning Business Manager.
Responsible for	Casual Staff, Practitioners, Volunteers, Artists, and Work Placements
Hours	Full-time, 40hpw
Contract	Maternity Cover
Annual Leave	33 days per annum inclusive of Public bank holidays
Salary	£32,000 - £34,000
Location	High Wycombe

ABOUT TRAFALGAR ENTERTAINMENT(TE)

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focussed on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O’Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

ABOUT TRAFALGAR THEATRES

Trafalgar Theatres is the venue-operating division of TE. We currently operate 21 venues; including 14 in the UK regions; the Trafalgar Theatre in London’s West End and the Theatre Royal in Sydney. We’re growing fast, we’re confident in what we do, and we’re ambitious about the future. There’s never been a better time to get onboard.

We are passionate about entertainment, audiences, and the live experience and we value Creativity, Collaboration, Excellence and Respect.

ABOUT TRAFALGAR ENTERTAINMENT TRUST

The Trafalgar Entertainment Trust is the charitable arm of Trafalgar Entertainment, an international live entertainment business with interests in theatre production, venues, ticketing, live streaming of content and Performing Arts education. Trafalgar Entertainment Trust is a registered charity dedicated to transforming lives through the power of the arts.

The Trafalgar Entertainment Trust widens access to the Arts by offering a range of creative and participatory activities that are responsive to the needs of the diverse communities we serve. We believe the arts should be accessible to everyone. Through our Creative Learning programme and theatre-based initiatives, we deliver inspiring projects that build confidence, improve wellbeing, and bring people together

ABOUT THIS ROLE

The Creative Learning Manager leads the development and delivery of an ambitious, inclusive creative learning programme at Wycombe Swan, supporting Trafalgar Theatres’ commitment to access, participation and artistic excellence. The role shapes education, community and participatory work that complements the theatre’s artistic programme and responds to local need.

Reporting to the Theatre Director and Creative Learning Business Manager, you will lead strategy, delivery and evaluation, building strong partnerships across education, community and cultural sectors. From weekly youth theatres to large-scale participatory productions, you will act as both producer and advocate for creative learning within the venue. This maternity cover role requires confident leadership, producing expertise and a passion for widening access to the arts.

KEY RESPONSIBILITIES

Strategic

- Develop, deliver and evaluate an innovative Creative Learning and Outreach strategy aligned with the Wycombe Swan artistic programme, Trafalgar Entertainment Trust aims and Buckinghamshire Council's Cultural Strategy Framework.
- Contribute to the venue business plan, ensuring creative learning activity supports artistic, audience development and financial objectives.
- Build and sustain strategic partnerships across education, community, statutory and cultural sectors to extend reach, relevance and impact.
- Research, commission and manage artists and companies to deliver high-quality participatory activities including workshops, youth programmes, talks and access initiatives.
- Ensure all creative learning programmes actively promote equality, diversity, access and inclusion

Producing & Project Delivery

- Act as Producer for the Summer Youth Project, leading a large-scale participatory musical production from planning and auditions through to performance.
- Produce key programmes including the National Theatre Connections Festival, Youth Theatre Showcase and Young Company Project.
- Lead creative learning performances, events and participatory projects, ensuring excellence in delivery, safeguarding and audience experience.
- Facilitate project planning meetings, oversee budgets, timelines, staffing and evaluation.

Financial

- Manage the creative learning budget, ensuring robust financial control and delivery within agreed parameters.
- Achieve agreed income targets through earned income, partnerships and programme development.

Operational Excellence & Guest Experience

- Oversee the administration and delivery of weekly programmes including Junior, Senior and Backstage Youth Theatres, and the Work Experience Programme.
- Duty manage creative learning activity as required, including regular Monday evenings and peak programme periods.
- Represent Wycombe Swan at local, regional and sector events, acting as an advocate for creative learning and education through the arts.
- Work closely with the Venue Marketing Executive to support campaigns, audience development activity and the creation of educational and promotional materials.
- Contribute to Senior Management Team discussions and cross-venue initiatives, ensuring creative learning is embedded within wider venue operations.
- Maintain accurate administrative systems, records and reporting, including correspondence, evaluations, risk assessments and procedures.

Health & Safety, Safeguarding & Compliance

- Act as Wycombe Swan's Designated Safeguarding Officer, providing leadership and oversight for safeguarding practice across creative learning, education, community programmes and relevant private hires.
- Ensure safeguarding policies, procedures and risk assessments are implemented and adhered to across all creative learning and participatory activity.
- Act as a key safeguarding contact for community and private hire clients delivering activity for children, young people or vulnerable adults, providing guidance and escalation where required.
- Ensure safeguarding training, DBS checks and safer recruitment practices are in place for staff, freelancers, artists and volunteers.
- Work collaboratively with the Guest Experience Team to embed safeguarding, health & safety and duty of care within event planning and delivery.
- Record, manage and escalate safeguarding concerns in line with legislation, company policy and local authority guidance.

Recruitment & Development

- Ensure recruitment of creative learning staff and/or engagement of volunteers, freelance and other external partners is carried out in accordance with the Company's Safeguarding Policy and Buckinghamshire Council's guidelines.

- Promote safeguarding awareness across the venue, contributing to staff briefings, inductions and cross-departmental communication.

ABOUT YOU

You are an experienced creative learning professional with a strong record of delivering high-quality arts education and participatory programmes. You combine strategic thinking with hands-on producing skills and are confident managing people, projects and budgets in a busy, public-facing venue.

Collaborative, organised and proactive, you work effectively across teams and stakeholders, communicating confidently with young people, artists, partners and senior leaders. You bring flexibility, resilience and a strong commitment to safeguarding best practice, alongside a willingness to work evenings and weekends during key performance periods.

YOUR EXPERIENCE

- Proven experience delivering creative learning, education or community programmes within an arts or cultural setting.
- Strong working knowledge of safeguarding legislation, policies and practice, including DBS procedures.
- Demonstrable experience leading safeguarding practice including working with external partners or hire clients delivering activity for children, young people or vulnerable adults, and acting as a Designated or Deputy Safeguarding Lead.
- Experience of producing or managing participatory projects, youth programmes or large-scale engagement initiatives.
- Knowledge of formal and informal education sectors and an understanding of access and inclusion within the arts.
- Experience managing budgets, income targets and project evaluation.
- Ability to recruit, manage and support artists, freelancers, volunteers or casual staff.

DESIRABLE

- First Aid qualification, including Paediatric First Aid.
- Experience of marketing, audience development, PR or social media within an arts education context.
- Experience facilitating workshops or delivering creative learning sessions.
- Health & Safety for Managers qualification, or equivalent training.
- Fundraising or partnership development experience within the arts or education sector.
- Experience working with community groups or external hire clients, supporting safe, inclusive and well-managed use of a venue.

This role is subject to a Disclosure and Barring Service (DBS) check or other security screening, depending on the specific requirements of the position.

The post holder will carry out any other duties as appropriate to the post and as requested by the Theatre Director. You will be required to adopt a flexible approach to your role and responsibilities. From time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience, and capabilities.

FOR MORE INFORMATION

Please contact Fiona Martin, Theatre Director - fiona.martin@trafalgar.global

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We are curious, courageous and ambitious, empowering people to challenge and innovate in pursuit of excellence.