



LOWRY

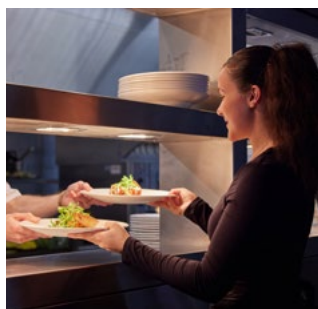
RECRUITMENT PACK

THELOWRY.COM

ABOUT US

Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.



At the heart of our work is a commitment to our local communities and young people. Tapping into the work on our stages and in our galleries, we offer thousands of free creative participation opportunities each year - nurturing new talent and developing creative professionals of the future.

So if that feels like something you want to be a part of.. read on!





VISION, MISSION AND VALUES

OUR VISION WHY WE'RE HERE

A city where the benefits of creativity are felt by the many not the few.

OUR MISSION HOW WE DO IT

Empower people from all backgrounds to experience culture on their own terms.

OUR VALUES WHAT WE BELIEVE IN

We believe creativity is an undeniable force for good and has the potential to change people and places for the better. That's why our three pillars of People, Place and Potential are at the heart of everything we do.

1. PEOPLE IN IT TOGETHER

We are here for the people of Salford – supporting local communities, nurturing talent and creating a programme as diverse and open minded as our city itself.

2. PLACE MAKE IT COUNT

We are here to put creativity to good use, making a positive impact, socially and economically, on our communities, our city, our region, the UK and beyond.

3. POTENTIAL UNLOCK CREATIVITY

We are here to find ways to share the benefits of art and creativity further and wider, unlocking its potential for more people, in more places, in more ways.



HOW DO WE FUND OUR WORK?

As a not-for-profit organisation, and registered charity, all profit is ploughed back into our work. Whether you've bought a ticket to a performance, given an online donation, eaten in Lowry Bar & Kitchen, bought a gift in our shop, or simply had a drink at the Coffee Shop, you've helped support our charitable aims.

We receive just 6% of our income from public funds – Arts Council England and Salford City Council. The remaining income is generated from box office sales, commercial activities and fundraising. Our development team generates income from Charitable Trusts & Foundations, individual membership schemes (including Friends and Patrons) as well as from companies through our Quay Club Membership and corporate sponsorships.



ATTRACTION AND RECRUITMENT

Lowry is committed to creating an inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of Lowry – whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our workforce and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of Lowry's guaranteed interview scheme. If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To ensure fairness and to enable us to process your application through our shortlisting exercise, we ask that you remove all personal details (such as name, age, location, ethnicity, marital status etc) from your CV and covering letter before uploading. This reduces the risk of any potential bias during our recruitment process and ensures that all shortlisting is based on skills, experience and suitability for a role. Thank you for your understanding.

To find out about any opportunities to work for Lowry please visit our [vacancies page](#)

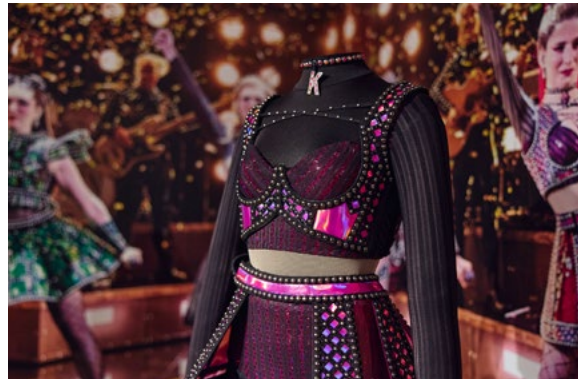
OUR ROLES HAVE A NUMBER OF STAFF BENEFITS INCLUDING:

Complimentary and discounted theatre and live event tickets

Free car parking just a few minutes' walk from the Lowry building

Access to Lowry's Wellbeing Hub and to other health and wellbeing services, including counselling

Discounts at Lowry bars, restaurant and gift shop



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JOB DESCRIPTION

Post Title: Centre for Advanced Training Programme Coordinator
Department: Learning & Engagement
Reports to: Centre for Advanced Training (CAT) Manager
Contract Type: Permanent
Salary £27,827.32

JOB PURPOSE

To provide a full range of coordination and project support towards the operational delivery of Lowry's Centre for Advanced Training in Dance and youth dance activity.

MAIN DUTIES AND RESPONSIBILITIES

- Leads on the operational delivery of the CAT scheme including but not limited to, curriculum scheduling, tutor and artist liaison, developing tutor and student handbooks and documentation, and ensuring effective communication with teachers, students and parents/guardians.
- To be responsible for attending all CAT and Youth Dance activities and events internally and externally, to ensure smooth and effective delivery and work regular evenings and weekends on a weekly basis in support of the CAT and youth dance schedule.
- Provide coordination support to the CAT Manager regarding the CAT scheme including but not limited to, processing invoices and purchase requisitions, updating budget spreadsheets, data and media management, database management.
- Provide dedicated pastoral support and mentorship for CAT students and parents/guardians, implement Goal Action Programme plans and tutorials
- Support with the coordination of CAT Outreach and Recruitment projects and auditions.
- Coordinate and deliver the annual regional youth dance platform, U.Dance NW and other youth dance events as agreed with the CAT Manager.
- To develop and coordinate the Youth Dance Internship programme and offer them support and mentorship
- Supporting the development and updating of the online web presence and leading on social media and comms for CAT and youth dance programmes.
- To attend external events and meetings in support of the programmes when relevant or in absence of CAT Manager
- To advocate and support the work of the Learning & Engagement department and maintain a high level of customer service at all times.

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- To maintain good working relationships with all persons associated with Lowry and its operations, demonstrating at all times a high standard of professionalism.
- To liaise as appropriate with other departments and have an understanding of their individual internal procedures and policies.
- To promote and comply with legislation and Lowry's policies on equal opportunities, health and safety, safeguarding both in the delivery of services and treatment of others.
- To identify and undertake training and development as required to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes

CRITERIA

ESSENTIAL

DESIRABLE

SKILLS/ABILITIES	A proactive approach. Ability to assess & articulate young people's progress and artistic quality. Excellent project management skills. Commitment to delivering high levels of customer care, pastoral care and mentorship. Excellent administrative and organisational skills including computer literacy and project planning tools. Prioritisation and delegation skills. A proactive approach to working independently and to relationship building. Working knowledge and understanding of Microsoft Word packages including Word, Outlook, Excel and Power Point Interest in Marketing and skilled in updating & managing online content	IT Skills: Ticketing platforms and booking systems such as Audience View and Artifax Updating web content management systems. Using design and editing software for film / photographs
KNOWLEDGE	Knowledge of the Music and Dance/National CAT scheme. Understanding of good practice in dance education & training & the nurturing of young creative dance artists. Knowledge of regional & national dance initiatives offered to young people.	Understanding of the infrastructure of education & other agencies supporting young people. Understanding of online marketing tools.

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	Strong understanding of Safeguarding needs, issues and how to ensure best practice in pastoral care.	
EXPERIENCE	Experience of working in dance in an arts or educational organisation. Experience of devising & coordinating projects in dance, arts, charity, youth and/or education sectors. Experience of working with young people through the arts.	Experience of organising teams & groups to successfully deliver a project or initiative. Experience of working with young people from a variety of backgrounds. Experience of teaching talented young people in a pre-vocational setting.
QUALIFICATIONS	Ideally educated to HE level in an arts degree or an equivalent training course. Willingness to undertake all necessary training as required	First Aid Safeguarding
OTHER REQUIREMENTS	Interest in the training and development of young people through dance. Flexible and adaptable approach to fulfilling the duties of the post, including a willingness to work regular evenings and weekends. Ability to travel This holder of this post will be DBS checked.	