

OUTREACH CO-ORDINATOR - FREELANCE

JOB DESCRIPTION

Reporting to: Head of Advocacy and Engagement

Responsible for: Working with the volunteer Stagetext Ambassadors to ensure the delivery of the National Lottery Community Fund (NLCF) project '*Raising awareness of deaf access to arts and theatre in South East England*'.

The Project

Raising awareness of deaf access to arts and theatre in South East England ('the Outreach Project') will spread the word about captioned theatre and live subtitled arts and culture events to deaf, deafened and hard of hearing people across the South East region.

The South East region as defined by Arts Council England is very large, and includes the East of England. We will work in collaboration with the Outreach Co-ordinator to identify the areas where we can make the most impact.

This 1-year project will enable Stagetext's volunteer Ambassadors, who are passionate about spreading the word on accessible culture, to share their experiences of captioned and live subtitled events to groups of deaf, deafened and hard of hearing people across the South East region. This will raise awareness of the availability of accessible arts and culture locally, and demonstrate the need for more captioned culture.

This project forms part of Stagetext's commitment to raising awareness and widening access to the arts for deaf, deafened and hard of hearing people in the South East of England. In 2023, Stagetext relocated to The Mercury Theatre in Colchester in order to develop a new way of working regionally.

Role Purpose:

You will work flexibly to co-ordinate and support a series of talks by Stagetext Ambassadors at deaf groups and older people's groups in the South East, to raise awareness of accessible culture.

This will involve working with the Stagetext team to map out existing accessible events, and liaising with cultural venues' user panels where relevant.

You will identify groups for Ambassadors to present to, and co-ordinate a series of talks, including booking in access support. You will attend these talks to support the Ambassadors.

As part of this you will be expected to collate feedback and data from each event to support our evaluation process.

Principal Responsibilities:

Arranging talks at deaf groups and older people's groups across the South East

>> StageTEXT

- Identifying groups of people who may benefit from captioning and subtitling access to the arts.
- Identifying groups for Ambassadors to give talks to raise awareness of captioned culture; developing relationships with these groups; working with the Stagetext team to prioritize who we target.
- Liaising with groups, Ambassadors and access support to arrange talks; working within a budget

Ambassador liaison and support

- Being the first point of contact for Ambassadors on the project
- Supporting the training of Ambassadors to deliver talks
- Supporting Ambassadors as they deliver the talks (in-person)
- Attending quarterly Ambassador Panel meetings (online)
- Identifying any potential new Ambassadors, particularly in locations where we don't have representation.

Supporting outreach and engagement during annual campaigns

- Captioning Awareness Week (November)
- Deaf Awareness Week (May)

Data collection for evaluation

- Collecting data and feedback from each talk
- Gaining photo consent and taking photos at each talk, to be used by Stagetext.

Other duties

- Any other duties consistent with both the grade and scope of the post.
- Any other duties reasonably required of the post-holder by the CEO
- Work within Stagetext policies and procedural guidelines ensuring a friendly supportive work environment for all.

Stagetext is a small organisation where people help other members of staff when required and deal with general enquiries.

Terms of employment and remuneration

Fixed Freelance Fee £10,000

57 days' work delivered on a flexible basis as agreed with Stagetext and as defined by the demands of the role. Starting in September 2024 and finishing in July 2025.

The role will be hybrid, with time spent at our offices: Mercury Theatre, Balmerne Gate, Colchester, CO1 1PT, and remote home working.

Normal office hours are 9.30am to 5.30pm, but the role will likely demand work outside of these hours i.e. when supporting talks.

Stagetext is an equal opportunities employer.

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Person Specification

Essential

- Lived experience of being deaf, deafened or hard of hearing
- Experience of working with deaf, deafened and hard of hearing people
- Experience of working with volunteers
- Experience of managing people and leading teams, especially teams of volunteers
- Excellent communication skills – both written and face to face
- Ability to manage multiple priorities
- Ability to manage own time and work to tight deadlines
- Self-motivated with a 'can do' attitude
- Ability to plan, develop and co-ordinate project
- Demonstrate an enthusiasm for working collaboratively with the Stagetext team
- Ability to communicate to a wide range of stakeholders from diverse backgrounds and communities.
- Experience of managing projects and programme budgets.
- An adaptable team player, who is able to plan, negotiate and make decisions with high standards of personal organisation.
- Love of arts and culture
- Demonstrable commitment to deaf access and awareness of different access methods.

Desirable

- Based in the South East region.
- Experience of working on outreach projects.
- Connections with deaf groups and/or older people's groups in the South East.
- Experience of working with access support professionals (speech to text reporters, BSL interpreters).

