

‘Speaking without Voice’ Trainee Heritage Support Officer

Following receipt of a National Lottery Grant through the Heritage Lottery Fund, IROKO is about to start an exciting, innovative project which will run for the next eighteen months. The research project will focus on a variety of Nigerian precolonial nonverbal communication systems (Aroko, Nsibidi, Uli and the Talking Drums). Their British-Nigerian historical context, modern usage, and especially how young British-Nigerians are using the heritage to underpin their cultural identity, will also be explored.

A trainee Heritage Support Officer is required to assist the Heritage Development Director in the smooth running of the project. Duties include, assisting in the recruitment and supervision of a team of volunteers, organising training, public showcases, performances, schools visits, a touring exhibition and a trip to the International Slavery Museum in Liverpool, as well as publicising, monitoring and evaluating the project.

The position will suit someone who is looking to build on their career in the heritage sector and previous experience in this type of role is desirable but not essential. Good knowledge of Microsoft systems essential.

Based in Stratford, East London the post is part time (36 hours per month approx.) - £14 per hour. Immediate start.

The position is subject to receipt of two satisfactory references. The successful applicant will undergo an Enhanced Disclosure.

Send CV with a covering email saying why you would like this job and quoting reference **SwV/thso/cj** to: infos@irokotheatre.org.uk or by post to:

**IROKO Theatre Company
NEWTEC College
1, Mark Street
Stratford
London E15 4GY**

Deadline for applications: 5pm Monday 14th January 2019

IROKO is an equal opportunities employer. We welcome applications from all groups, especially those underrepresented in the arts, and actively encourage those from diverse backgrounds to apply.

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Job Description

The Trainee Heritage Support Officer will report to and understudy the Heritage Development Director as a way of building and developing their skills in the heritage sector. The post holder will liaise closely with the Heritage Development Director in carrying out their duties which will ensure that all aspects of the Speaking without Voice project are delivered efficiently. Main duties are as follows:

Activities

Public Sharing Workshops, Performances and Exhibitions

In collaboration with the Heritage Development Director, identify and liaise with venues. Arrange and ensure all requirements for the ‘Come and Try’ workshop activities, performances and supporting exhibitions and displays are in place.

International Slavery Museum Visit

Arrange all details regarding the visit to the International Slavery Museum including advertisement and publicity regarding visit, recruitment of trainees and organisation of transport. Liaise with representatives from the museum regarding requirements for museum tour.

Libraries, schools and other heritage venues

Organise dates for workshops, performances and exhibitions; liaise with representatives regarding timetables and structure of workshops; produce all necessary paperwork etc.

Personnel

Workshop leaders

Assist the Heritage Development Director and/or members of the Management Committee in recruiting the workshop leaders, carrying out Enhanced Disclosure checks, organising rehearsals and informing heritage facilitators of rehearsals and workshops dates and times.

Voluntary Organisations

Identify and liaise with local and other voluntary organisations to publicise project and/or recruit volunteers

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Job Description (cont.d)

Volunteers and Volunteer Researchers

In liaison with the Heritage Development Director/Management Committee members recruit volunteers through universities and local and other voluntary sector organisations. Organise interviews, induction training and Disclosure checks (where appropriate). Keep record of research areas being covered by individual volunteers and arrange for delivery of information according to project timetable to the Heritage Development Director. The post holder will also support the Heritage Development Director in the day to day management and supervision of volunteers, trainees, volunteer researchers, etc.

Travel

Notify heritage trainers and facilitators, volunteers, trainees, workshop participants, potential funders, press officers etc., of travel arrangements and venue addresses for advertised workshops.

Training

Arrange all aspects of heritage training with participating organisations and individuals, including advertisement and publicity regarding the training, recruitment of trainees and external hall hire.

Library Exhibitions

Oversee the smooth running of exhibitions in libraries – liaising with artists regarding display of heritage items, collection and return of artefacts, monitoring attendance etc.

Press and Publicity

Notify the press of the Heritage Lottery Fund’s award and project details. Conceive and design publicity material in liaison with the Heritage Development Director e.g. posters and leaflets. Arrange for distribution of all publicity material and coverage in local press, etc.

Design & Publication

Liaise with printers, designers, illustrators, etc. on all matters relating to the production of the project resources and publicity.

Social Media

Prepare all social media postings for Heritage Development Director’s approval prior to posting. Ensure project is kept current on all social media outlets. Report back social media feedback.

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Job Description (cont.d)

Digital

In collaborations with the Heritage Development Director, liaise with the Heritage Facilitators, videographers, sound engineers and website designers to ensure the smooth production and public streaming of one of the showcase performances and workshops, including loading of the e-Learning Resource materials, Tutorial and legacy audio recordings on to the various channels for effective sharing of the heritage.

Heritage Preservation

Liaise with Heritage Development Director and printers regarding the compilation and production of the Learning Resource Pack. Contact and organise the sharing of the learning resources with suitable archiving agencies, museums, websites, community organisations, schools, libraries, etc.

Timesheets

Collect timesheets for volunteers, trainees etc. on a monthly basis and produce monitoring reports.

Finance

Collect and collate receipts, including documentation for petty cash and disbursements according to cost headings as well as supplier invoices. Liaise with Project Accountant regarding these payments and ensure all documentation is passed to the Project Accountant on a monthly basis.

Monitoring and Evaluation

Feedback

Ensure feedback is collected and collated and findings analysed and reported back on a regular basis to the Heritage Development Director.

Evaluation/Project Monitoring

Ensure that all aspects of the project run according to the project timetable and specification. Collate feedback and assessments of training, museum visits, workshops, performances and exhibitions, including newspaper reports etc.

Demographic Data

Collect all demographic data according to categories required by Heritage Lottery Fund.

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Job Description (cont.d)

Project Reporting

Produce monthly reports on progress for the Heritage Development Director and any other report as may be required. Assist Heritage Development Director in the completion of Interim and Final Reports

Personal Development

The Trainee Heritage Support Officer will be expected to attend regular Continuing Professional Development briefings with the Heritage Development Director as a way of receiving regular feedback on their own personal development and to discuss any areas where further input/training is needed regarding the management and efficient running of heritage projects.

Contribute to a personal report/appraisal of his/her mentoring programme and training with the Heritage Development Director

Miscellaneous

Carry out any other appropriate duties as may be required from time to time to ensure the efficient organisation and delivery of the project.