

Education Coordinator

Engagement Department
Part-Time





Education Coordinator Part-Time The Egg, based at Theatre Royal Bath

Dear Applicant,

Thank you for your interest in this role. We are pleased to be advertising this position and to find a passionate and creative candidate to join our team at The Egg Theatre.

This opportunity arrives at an exciting time for The Egg and Theatre Royal Bath (TRB) more broadly. We are in the process of building our community engagement offers with some new initiatives in development.

The Education Coordinator role is a part-time role (four days a week) that works alongside our Education Producer in the delivery of our level 3 post-16 qualification, working in collaboration with Bath College.

We are seeking an Education Coordinator who is passionate about education, committed to supporting the diverse needs of our learners and skilled in coordinating the practical delivery of artistic development programmes.

In The Egg, The Billings and Engagement department we are committed to fostering a diverse and inclusive workforce and strive for equity in our recruitment and employment practices. To inspire and engage more people from underrepresented backgrounds, we are actively working to remove barriers and create fairer opportunities. We aim to diversify our workforce by 20% by 2027 and are therefore taking positive action to encourage applications from individuals who identify as Black, Brown or from other global majority backgrounds, who are currently underrepresented in theatre-making and creative roles. We also encourage applications from those who have experienced barriers to career development due to protected characteristics. Final appointments will be made on merit.

We are happy to make reasonable adjustments to help applicants feel more confident throughout the application process; please don't hesitate to let us know how we can help.

If you wish to apply, please complete the [Equal Opportunities Monitoring form](#) and email your CV and responses to our three questions on **page 9** to Lydia McCotter: recruitment@theatreroyal.org.uk. I enclose the following written materials:

1. Job Description and Personal Specification
2. Background to The Egg, The Billings and Engagement department at Theatre Royal Bath
3. Application Procedure

Details of how to apply and complete the questions can be found at the end of the **Education Coordinator** Application Procedure document.

Please ensure applications reach us no later than 12 o'clock (noon) on **Tuesday 1st September 2026**

Interviews will take place on **Thursday 10th** or **Friday 11th September**, and you will receive notice of your call to interview no later than **Friday 4th September**.

The application process will include a formal interview, including three short pre-prepared tasks.

Thank you for your interest in Theatre Royal Bath and I look forward to hearing from you.

Yours sincerely,

Janine Solomon-Gardner
Head of Engagement



The Egg at Theatre Royal Bath

About us

The Egg Mission

The Egg is a theatre for curious and young minds, where we explore the joy of being human through shared theatrical experiences.

The Egg, The Billings and Engagement Department

The Egg, part of Theatre Royal Bath, is one of the country's most established theatres dedicated to children and young people. Since opening in 2005, it has presented over 900 plays, programming 60 different professional productions each year for audiences aged 0-18, hosting hundreds of theatre companies and introducing thousands of young people to live theatre. The Egg hosts The Incubator, its Egg's idea development programme, from which it produces, presents and tours work nationally and internationally.

The Egg also hosts the body of work produced by its Engagement Department. Recently it launched a new OPEN Start Initiative, offering freelance opportunities to people from backgrounds and heritage who experience systemic under-representation in the theatre industry.

The **Engagement Department** works with many organisations to extend the role that arts and cultural venues play in people's lives, and fosters careers in the arts through a partnership with Bath College delivering the Level Three qualification in Performing & Production Arts; work experience and apprenticeships; a thriving and inclusive Youth Theatre for ages 5-18; creative participation for 18+; bespoke work with schools; strong links with Bath Spa University and Bristol Old Vic Theatre School.

The operation broadly falls into three subsections, which we sometimes call departments, but we share the same office and are viewed as a single entity. These are:

The Egg. The toured-in programme, producing, touring and all things Theatre for Young Audiences. Consists of Egg Director, Egg General Manager and Executive Producer and Venue Manager.

The Billings when the building works are completed, The Billings will be the venue for the theatre's adult community engagement activity, including participation, programming and artist development. The Head of Community Engagement and new Community Engagement Manager will work closely with The Egg and Engagement staff. On completion of the venue, The Head of Community Engagement's job title will change to The Billings Director.

The Billings has been designed by Stirling Prize-winning, world famous theatre architects, Howarth Tompkins, also responsible for The Old Vic theatre, @sohoplac, the revitalisation of the National Theatre as well as our very own Egg Theatre. The Billings building is possible due to support from over 4000 donors, including outstanding support from the Miss Beryl Billings Charitable Trust.

Engagement. This department covers all participation, education and engagement activity. This includes;

Bath Theatre Academy

Theatre Royal Bath's Education department produce and deliver a course, under the banner of Bath Theatre Academy (BTA) for sixth form students in collaboration with Bath College. BTA is a trailblazing established creative education initiative, managed by the BTA producer and supported by the **Education Coordinator**. Drawing on over 20 years of the Egg Theatre's creative endeavours, plus the educational expertise from the college, our collaboration strives to create the optimum conditions for art and learning to thrive.

We want to serve the students on our course by ensuring that they are exposed to the industry's most exciting and innovative thinkers and makers – all of whom are united by the shared vision to challenge assumptions about the quality and ambition of work young people can create. We are passionate about empowering the next generation of theatre-makers to go boldly. www.bath.theatre.academy

The Engagement Department consists of Head of Engagement, Education Producer, Education Coordinator and Participation Programme Producer (Young People).

The Egg, Billings and Engagement also has a full-time Administrator and employs casual receptionists, front of house, workshop assistants and freelance practitioners.

Our Funding Model

TRB is a charity organisation with three (soon to be four) auditoria: The Main House, Ustinov Studio, Egg Theatre and The Billings. It also has a commercial trading subsidiary that produces and tours commercial work around the country and in the West End. Therefore, TRB is not reliant on Arts Council England funding for its existence. The Egg is funded by the profits made by TRB Productions. The Billings and Engage is part-funded by The Miss Beryl Billings Charitable Trust and subsidised by profits made by TRB Productions.

Although part of The Egg, Bath Theatre Academy is mainly funded by a collaboration with Bath College.

Education Coordinator

Job Description

Job Title:	Education Coordinator
Department:	Engagement, The Egg
Hours:	32 hours per week from 8.45am to 5.15pm, four days a week, although some flexibility of hours will be necessary to fulfil the requirements of the post.
Term:	Part-Time
Reporting to:	Head of Engagement, working day to day alongside the Education Producer.
Responsible for coordinating and supporting:	Freelance Practitioners, Workshop Assistants, Volunteers & Placement Students
Location:	Theatre Royal Bath & External delivery spaces – primarily site-based
Salary & Benefits:	£28,000 FTE, pro rata (£22,000 actual salary for 4 days a week) 4 weeks holiday per annum, rising to 5 weeks after the first year Complimentary tickets for most productions at each of the four auditoria (the Main House, Ustinov Studio, The Egg and The Billings).

Objectives:

- Coordinate the smooth running of the Bath Theatre Academy (BTA) programme, maintaining its reputation as an excellent arts education provision
- Ensure the student experience is optimum, throughout the process of application, training, completion and aftercare
- Develop relationships with freelance practitioners across all aspects of Egg Theatre work, strengthening the creative ecology in Bath and the Southwest
- Ensure that BTA is embedded within the wider Theatre Royal Bath community by celebrating this unique partnership and maintaining BTA's profile across the organisation
- Support the project management and delivery of the Engagement Department's programme

Responsibilities

Whilst you will be responsible for the activities below, the whole Engagement team works collaboratively, supporting each other across programmes and projects. This list is not exhaustive and may evolve as the strategic vision of the department and organisation develops.

Bath Theatre Academy Coordination

- Coordinate the smooth running of the Bath Theatre Academy programme, ensuring an excellent experience for students, practitioners and partners.
- Act as a key point of contact between The Egg, Bath College, students and visiting practitioners, ensuring effective communication across organisations.
- Manage day-to-day course administration, including timetables, room bookings, attendance monitoring, weekly updates and course records.
- Coordinate course activity including assessments, sharings, screenings, performances and theatre visits.
- Support student recruitment activity including auditions, introductory workshops, open evenings and outreach events.
- Maintain accurate records of student work, including managing the filming, sharing and storing of performances.
- Support the moderation and assessment process, including preparing and distributing student feedback.
- Contribute to curriculum planning and development, ensuring the student voice informs the ongoing development of the course.

Practitioner and Creative Coordination

- Build positive working relationships with freelance practitioners, artists and companies, supporting a strong creative network across Bath and the Southwest.
- Support practitioners with practical session delivery, including workshops and assisting with preparation of spaces, resources and equipment.
- Coordinate visiting practitioners, ensuring they are welcomed, inducted and supported to deliver high-quality sessions.
- Share relevant student information with practitioners, including access, safeguarding and learning support requirements.
- Facilitate communication, planning conversations and post-session reflections with practitioners to support effective delivery and continuous improvement.
- Support the development and production of student work, including rehearsals, performances and recorded projects.

Student Support and Pastoral Care

- Build positive relationships with students and support their creative, educational and personal development throughout the course.
- Provide pastoral support where appropriate, escalating concerns and sharing relevant information with the appropriate teams.
- Support students with additional learning needs, ensuring relevant information is communicated and appropriate support is in place.
- When working off-site, take responsibility for student groups, ensuring that safeguarding and health and safety procedures are followed.
- Attend and chaperone theatre trips and course activities.

Wider Engagement Support

- Support the delivery and development of wider Engagement programmes, including youth theatre, creative learning and participation projects.
- Support the planning, production and delivery of wider engagement activity where required.
- Develop relationships across The Egg and Theatre Royal Bath, contributing to a joined-up approach to participation and creative learning.

Communications and Profile

- Maintain and update Bath Theatre Academy communications, including website and social media content.
- Work with the Marketing team to promote BTA activity and celebrate student achievements.
- Ensure BTA is visible and embedded within the wider Theatre Royal Bath community.

General Responsibilities

- Support the effective operation of The Egg and Engagement department.
- Attend internal and external meetings as required, acting as an ambassador for The Egg and Bath Theatre Academy.
- Maintain an understanding of current theatre practice and developments within the creative industries.
- Comply with safeguarding, health and safety, accessibility and organisational policies.
- Undertake relevant training and development as required.

Education Coordinator (Part-Time)

Person Specification

In completing your application, please refer to the Person Specification outlined below. We do not expect you to possess all the criteria; however, those in bold are considered **Essential**.

Experience

- **Experience of working with young people in an educational, creative or participatory environment.**
- **Experience of coordinating projects, programmes or events within an arts, education or community setting.**
- **Experience of providing high-quality administrative and organisational support.**
- Experience of working collaboratively with freelance practitioners, artists or external partners.
- **Experience of working independently and as part of a team.**

Skills

Essential:

- **A genuine passion for theatre, arts education and supporting young people's artistic and personal development.**
- **Excellent interpersonal skills and the ability to build positive relationships with students, colleagues, artists and partners.**
- **Excellent organisational skills with the ability to manage multiple priorities and meet deadlines.**
- **Commitment to creating inclusive, welcoming and supportive environments.**
- **An ability to communicate a passion for the arts to a range of stakeholders, from students to parents, freelance practitioners and partner organisations.**
- **Computer literate with good working knowledge of the Microsoft Package.**
- **Ability to maintain accurate and up-to-date records.**
- **Knowledge of safeguarding responsibilities when working with children and young people.**
- **Understanding of equality, diversity, inclusion and access within arts and education settings.**

Desirable:

- Experience working in a school and/or SEN setting and/ or supporting young people who identify as neurodiverse and/or disabled.
- Knowledge of current theatre practice and the wider performing arts sector.
- Experience working in theatre, or a different creative industry in a practical or administrative role.
- A creative approach to problem solving.
- Experience in marketing, particularly for social media and campaigns.
- Digital producing or understanding of the digital theatre landscape.
- Experience contributing to curriculum planning or programme development.

If you don't meet every criterion but believe your skills, experience and potential make you a strong candidate for this role, we encourage you to apply.

Education Coordinator (Part-Time)

Application Procedure

Deadline for Applications:  **Tuesday 1st September at 12 noon**

Interviews: **Thursday 10th or Friday 11th September**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent written references, which are satisfactory to Theatre Royal Bath. N.B: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.
- Returning a satisfactory DBS check.

Application Procedure

Please submit an up-to-date CV (2 pages max, PDF format) and respond to the three questions below.

We are interested in what you say rather than how you say it. Please apply in the format that best suits you and enables you to respond fully to the role. This could be written English, video (BSL/spoken, English/SSE), or an audio recording.

Questions

If answering in written form, please use no more than 300 words per question.

If answering in audio or video form, please ensure recordings are no longer than 2 minutes per question.

1. **Why are you interested in this role?** We are asking this question to get an idea of why you are applying for this position and what interests you about Bath Theatre Academy and The Egg's Education work.
2. **How are you suited to this role?** We are asking this question to hear about how your experience, knowledge and skills match the person specification.
3. **Tell us about a project that you have worked on that you are particularly proud of.** We are asking this to get to know you.

Please email your CV and answers to these questions to recruitment@theatreroyal.org.uk quoting your name and "Education Coordinator – Job Application" in the subject line.

We may ask you about your CV or your application responses in your interview. Please be prepared to speak about those documents and related experience.

We recommend using WeTransfer to send video files.