

Open Drama UK Steering Group

Opportunities

To reflect the enormous growth and development of the organisation, we are moving to a Steering Group structure. With one of our co-founders now stepping away, we are excited by the opportunities that this offers our organisation and the future direction of Open Drama UK.

The current co-founders have decided to create a new leadership group called the **Open Drama UK Steering Group**.

Please read all the information in this pack carefully. If you wish to apply for one of the roles please send your application via email to opendramauk@gmail.com with 'Application for Steering Group role' in the subject line.

Our Leadership Structure

Open Drama UK had a philosophy of shared leadership built-in from the start. It is important to us that our leadership structure reflects this philosophy moving forward with a steering group. Leaders can collaborate effectively whilst also taking ownership over aspects of the organisation. In creating the steering group roles, the remaining co-founders have reviewed the operational areas of the organisation and identified where roles are needed.

Holly Barradell	Media/Marketing
	Communications
Karen Latto	Stakeholder Management & Development
	Strategy
Alison Warren	Finances
Alison Warren Ed Boott Vacancy	Events and Development
Vacancy	Champion Management

Our Steering Group Vacancies

The following two roles are available as two-year positions. There may be the opportunity to extend this further after this period of time.

Events and Development Role

Encompassing events / CPD and our Resource management and generation the role will work as part of a team with Alison and Ed and will be jointly responsible for the outward facing activities for our work on a national level.

This role has a specific focus on:

- Co-ordinating CPD and Events available on a national level
- Ensuring that paid-for events are cost effective and are in-budget
- Sourcing funding/sponsors for large events
- Working with external events organisers to take advantage of opportunities to support teachers in our network
- Supporting the creation, sourcing and distribution of resources in a timely and proactive manner
- Work with external contacts to share resources relevant to teachers in our network

Champion Management Role

The Champion Management Role is a key part of our work. This person will be the first point of contact for Champions and will support those new to the role to become established.

This role has a specific focus on:

- On-boarding new Champions
- Supporting launch events
- Providing a point of contact for existing Champions
- Answering Champions' FAQs
- Managing and updating the Champions' handbook
- Complete any admin for the monthly Champions' meetings, including organising and sharing minutes
- Possibly leading a team of Champions to support the wider network (if appropriate)

We are looking for dynamic leaders who can help Open Drama UK reach new audiences and continue to build our network.

Our ideal candidates would be...

- Excited about joining the Open Drama UK family and passionate about the work we do across all our programmes and activities.
- Inspired by the difference successful networks can have on supporting arts education.
- Well-versed in what works and what doesn't on social media and has ideas about how we can continue to be a vibrant and engaging contributor to key platforms.
- Knowledgeable about how to connect with educators on a personal level to build trust and understand how different audiences have distinct needs at varying times.
- Not afraid to do things slightly differently in order to be relevant to our educators.
- Someone who shares what they are thinking, contributes to discussions, brings fresh ideas to the table and helps us Champion what a modern arts education organisation should be.
- Someone who is on time, dedicated and meets deadlines, but also knows when to take a break, delegate where appropriate and knows how to look after themselves.

How to apply

Application deadline: 1700 on Friday 8th January 2021

Informal interviews: w/c 18th January 2021

If you wish to apply for one of the roles, please send your application via email to opendramauk@gmail.com with 'Application for Steering Group role' in the subject line.



To apply, please write, audio record or video yourself giving your answers to the following three questions. This statement should clearly show your response to each individual question.

1. Why do you want to join the Steering Group of Open Drama UK? (150 words maximum or 1 minute) Please state which role you wish to apply for in this answer.
2. Why are you the right person for this role? (250 maximum or 2 minutes)
3. What would be the first thing you would like to do in the role you are applying for and why? (150 words maximum or 1 minute)

If selected for an interview, the interview will comprise of:

1. A short presentation (no more than 10 minutes) about your vision for the future of Open Drama UK; this can be live or pre-recorded.
2. A brief discussion about what you have presented, with the opportunity to answer any questions you may have.

All interviews will be conducted remotely, via Zoom.

If you have any questions about this role please email us via:
opendramauk@gmail.com

