



The Montrose Playhouse  
The Mall  
Montrose  
DD10 8NN  
themontroseplayhouse@live.co.uk

## The Montrose Playhouse | Cinema and Art Centre

**Vacancy:** Social Development Officer

**Location:** Montrose Playhouse, The Mall, Montrose DD10 8NN

**Duration of Role:** Permanent

**Hours per Week:** 20

**Probationary Period:** Six months

**Notice Period:** One month (2 months after probationary period)

**Holiday Entitlement:** Statutory Leave (pro rata)

**Benefits:** Pension Scheme, Bonus Scheme including free cinema tickets, meals on duty, staff discount, free uniform

**PVG Membership:** Essential

**Salary:** Depending on experience, minimum £15k per annum

**Start Date:** February 2021



This is an exciting opportunity for a highly motivated and creative individual to join our team as Social Development Officer. This will be a senior role within the management team working together to take The Montrose Playhouse into the next stage of its development as a modern independent cinema, art centre and cafe bar experience when we open our doors in the Autumn of 2021.

The Montrose Playhouse is a registered charity and will thrive on its ability to reinvigorate the local community by supporting and delivering a wide range of inclusive activities and programmes aimed at achieving maximum social benefits and impact.

Our Social Development Officer will be experienced, skilled and passionate about helping transform the lives of others by developing programmes and events, securing funding and working closely with relevant third-party organisations.



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## The Montrose Playhouse 'Spaces'

**3 Screen Cinema** – Our cinema will be programmed by Indy Cinema Group. They will run the day to day scheduling of the cinema aspect of the facility. The Social Development Officer will build a close working relationship with the team at Indy to deliver a programme of film and events that will ensure diversity, and appeal to a broad spectrum in our community.



**The 'Reel' Cafe Bar** – Our cafe bar will be unique in the area with an offering of food and drinks to match. Our manager will work with our head chef and his team of staff to deliver a relaxing experience and exciting menu of food and drink that's bold and will attract people from all over.

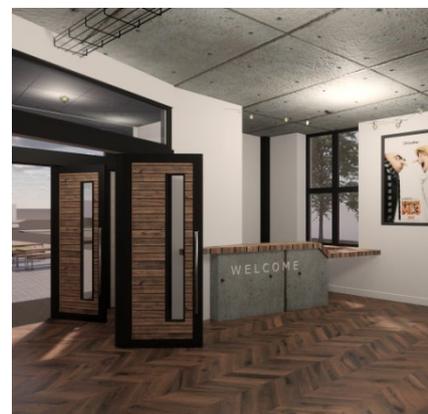


**The Snack Bar** – Attached to the cafe bar kitchen our snack bar will be run by the head chef and manager again to deliver a high standard of unique cinema food that will appeal to all ages.

**12 Feet Deep** – Named after the depth of the former pool, 12 feet deep is our small retail space in the main foyer by the box office. Our manager will be tasked to work with suppliers, local artists and crafters to sell art, unique items, books, and anything else we can think of that will be an essential part of a visit to The Playhouse.



**Activity Rooms** – Our former basement and pool plant room has been transformed into a large open space that will have the ability to be split into two separate spaces. The Activity Rooms will house art exhibitions, various types of classes, corporate events, conferences, parties etc and the manager will be tasked to ensure that this space is being used by working with artists, businesses, schools etc to achieve its full potential.



**Social Programmes** – The manager will be tasked to work with the social development officer to assist in all the social programmes and events that are aimed at improving the lives of those in our community who live in poverty, suffer with mental health issues, live with disabilities and illness etc.



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## The Role and What We're Looking For

The Montrose Playhouse is scheduled to open in October 2021 and our Social Development Officer is tasked to have in place a comprehensive timetable of several months' events and programmes to commence upon opening.

- Main duties are to create and develop various social programmes and events that are aimed at improving the lives of people whatever their age, gender or ability.
- The SDO will work closely with community partners, health and educational partners and volunteers to develop and deliver impactful programmes such as those supporting dementia, mental health, diversity, inclusion, loneliness and poverty.
- They will act as the main point of contact for our community stakeholders and external partner services, maintaining close working relationships across the board.
- The SDO will develop relationships with sector specific partners, for example Alzheimer's Scotland, to further enhance the social programmes.
- They will develop a local volunteer base to assist with running the programmes.
- The SDO will assist and oversee the delivery of social programmes, this will include working with our commercial partner, Indy Cinema Group to develop film programming which is relevant and cohesive to our social programmes.
- They are required to develop and improve social programmes in response to feedback from our stakeholders.
- Maintain high levels of community engagement in a customer-focused manner, responding to customer needs and actively seeking feedback.
- Monitor and evaluate the social impact of our programmes and the facility as a whole to ensure a high level of benefit is being maintained and the grant conditions are being adhered to.
- Enhance and support our existing services by identifying and securing funding opportunities.
- The SDO will report to the Charity Trustee Board to ensure that community outreach, social programmes and funding applications are being developed fully and that the role is delivering on targets set by our various grant funding awards and ensure that quality is being maintained throughout.



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- The Activity Rooms should be used to their full potential, and our SDO will work with the Venue Manager to ensure that this space is being utilised by charities, artists, businesses, schools and other third party organisations.
- Flexible working hours will be available prior to opening of The Montrose Playhouse however, once the facility opens, a fixed schedule of working hours will be set in consultation with The Montrose Playhouse Management Team.

## About You

- A minimum of three years' relevant experience.
- Experience of writing funding applications and fundraising is beneficial.
- You should be proactive, enjoy building strong, impactful relationships and enjoy working on your own initiative. We need someone who can work effectively with teams both internally and externally.
- Experience of working with volunteers, public & community groups and third party organisations.
- An excellent understanding of diversity & equality and its application in the workplace, the cultural sector and in the delivery of our services.
- Ability to set and manage budgets.
- Excellent administrative and organisational skills and meticulous attention to detail.
- Aptitude for short and long term logistical planning.
- Strong verbal and written communication skills.
- Working knowledge of Microsoft Office (Word, Excel & Outlook)
- Imaginative person who is enthusiastic about film and the arts and understands how this can transform the lives of others.
- Good communication skills; tact, confidence and ability to engage with a wide range of people.
- Knowledge of Health & Safety in the workplace.
- Knowledge of public health initiatives.



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- Flexibility to work occasional evenings and weekends.
- A clean driving licence and access to a car.

## **Your qualifications & membership**

A relevant degree would be desirable but is not essential.

Current PVG membership is essential.

First aid in the workplace is desirable.

## **Your Work Style**

Your approach at work needs to mirror our vision and values which are detailed below. In particular the following are important to us:

- A desire to help put The Montrose Playhouse on the cultural map and to set the standard for excellence in visitor experience and community involvement.
- A love for working with people and a desire to make positive changes in our community.
- Excellent communication skills, non-judgemental attitude and ability to engage with people of all ages.
- Self motivated.

## **Coronavirus & Remote Working**

During the pandemic The Playhouse will follow government guidelines on safe working practices, and therefore initially this role will involve working remotely from home with regular site visits and online meetings with Trustees and General Manager. During this time the duties and responsibilities of the SCO will be focused on forward planning, building community connections and partnerships, administration, making business connections and laying the foundations of policies and procedures.



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## Playhouse Purpose

The organisation's purposes are to promote community engagement for the benefit of the public without distinction of sex, sexuality, political, religious or other opinions by associating with the local authorities, voluntary organisations and inhabitants in a common effort to advance the arts, heritage and culture, education and to provide facilities for, or assist in the provision of facilities, in the interests of social welfare for recreation and other leisure time occupation so that the conditions of life may be improved. In further of these objects, but not otherwise, the organisation shall seek to:

- provide or assist in the provision of a location for films, music, drama and entertainment and for other community-related facilities;
- to advance education in the arts, heritage and culture by providing educational films and other media and by organising and promoting training, tuition and courses in and relating to the arts, heritage and/or culture;
- to encourage, educate and involve youth participation in the arts, heritage and culture through the activities outlined above.
- encouraging community development within Montrose, Angus & Aberdeenshire, in particular encouraging participation in recreational or community activity and involving volunteers to help ensure the services offered meet the needs of the community, and help to provide new skills and perspectives and increase contact and involvement with the community.

## How To Apply

If this job excites you please download and complete our application form at [www.montroseplayhouse.co.uk](http://www.montroseplayhouse.co.uk).

Completed applications to be emailed to [themontroseplayhouse@live.co.uk](mailto:themontroseplayhouse@live.co.uk) before 12noon on Friday 18<sup>th</sup> December 2020

Please do not submit CV's

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Registered Charity No. SC044798