

The Lost Lending Library School Liaison Officer



Punchdrunk Enrichment's *The Lost Lending Library* - Lowri James. Image by Paul Cochrane.

[*The Lost Lending Library*](#) is Punchdrunk Enrichment's flagship primary school project which aims to raise standards in literacy, speaking and listening through engagement with an unforgettable narrative that unfolds within the school. *The Lost Lending Library* has visited a total of 64 schools since its inception in 2014, and engaged more than 30,000 pupils.

Punchdrunk Enrichment are looking for School Liaison Officers to join the team on a freelance basis. The School Liaison Officer (SLO) plays a key role during *The Lost Lending Library* performance week, supporting the performers and the staff at the school in the smooth running of a busy and complex project.

Working closely with: Lost Lending Library Project Manager, Assistant Director, Enrichment Projects Managers, Production Manager

Responsible to: Lost Lending Library Project Manager

RESPONSIBILITIES

- Acting as the main contact and face of the project for school staff and Punchdrunk Enrichment performers during performance weeks
- Running briefings with the school staff team to ensure teachers are prepared for each aspect of the performances
- Ensuring the smooth running of *The Lost Lending Library* performances to the agreed timetable
- Ensuring that the Library is ready for use each day by following technical instructions and training provided by the project's Production Management team
- Making sure the Library is a safe environment for all using it, and that safety guidance is followed and adhered to
- Managing key project details including props
- Organising timings and collating audience lists for additional performances for teachers and guests in liaison with the school and Punchdrunk Enrichment team
- Liaison with Punchdrunk Enrichment to provide key feedback

PERSON SPECIFICATION

Essential skills

- Experience of working with schools and teachers to deliver theatre projects
- Experience in stage management
- Experience in coordination of theatre or live events
- Experience of quick turnarounds between performances
- Experience of working with performers
- A keen eye for detail
- A pro-active, positive approach to building relationships and problem-solving
- A passion for theatre for young audiences
- Technical theatre understanding of light and sound

Desirable skills

- Experience of working in immersive theatre settings

Skills and Attributes

- Personable
- Able to demonstrate warmth, fairness and tact
- An excellent communicator and listener
- Proactive and energetic, able to work with commitment and dedication to find solutions
- Ability to work on own initiative
- Able to demonstrate administrative efficiency, excellent focus and organisational skills

TERMS

- The performances of the project take place during school hours and on site at schools across key weeks in the Spring 2022 term time in Greenwich, London.
- Fee: £135 per day

This role, due to its nature, duties and responsibilities, will be subject to a check by the DBS.

Information about this disclosure can be found at www.gov.uk.

Punchdrunk Enrichment has COVID-19 guidelines in place and requires all staff and audience members to follow its policies to ensure health and safety for all. It should be noted however that the performance takes place in a small immersive space where distancing is not always possible. If you have any concerns about this when applying, please contact us to discuss the mitigations we are employing and how we are planning in keeping all staff and audiences safe.

Punchdrunk Enrichment strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Punchdrunk Enrichment welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy and destroyed after six months. We will keep your equal opportunities form for a period of six months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

HOW TO APPLY

Closing date for applications: 5pm, Friday 29th October 2021

To apply, email recruitment@punchdrunkenrichment.org.uk with 'THE LOST LENDING LIBRARY SCHOOL LIAISON OFFICER' in the subject line with the following information:

- Your Name
- Mobile Number
- Email Address
- Your CV
- [A completed equal opportunity form](#)
- Your written or video response to the question below:

Referring to the knowledge and experience, skills and attributes from the person specification for this role, please explain how you meet this criteria and detail what you could bring to *The Lost Lending Library* project.

You can either send your answer to us in writing OR if you prefer you can send us your answer in video format (maximum 4 minutes). Videos should be submitted by uploading to either YouTube or Vimeo and sending us a link/password.

We will be in contact with shortlisted candidates to invite them to interview. Interviews will take place in person or on Zoom.

Candidates who are shortlisted for an interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.