

# **EDINBURGH SCIENCE**

## **Job Description**

### **JOB IDENTIFICATION**

**Job title:** Workshop Presenters & Performers, Generation Science

**Responsible to:** Staff and Project Manager

**Last Update:** August 2023

### **JOB PURPOSE**

As a workshop presenter or performer with Edinburgh Science Learning, you will form part of a team delivering the workshops and shows that make up our flagship school outreach programme, Generation Science. High quality science communication is at the heart of what Edinburgh Science Learning is all about and our presenters and performers are our ambassadors.

Generation Science tours across Scotland and delivers engaging science experiences to classes and schools. We depend on our staff being reliable and committed to the role for the duration of the tour and willing to engage in all aspects of the Generation Science experience from delivery or performance of shows and workshops to working closely alongside a touring partner.

### **KEY RESULT AREAS**

- Successful completion of required training sessions and rehearsals.
- Successful delivery of show or workshop to schools across Scotland throughout touring period.
- Understanding of Edinburgh Science as a quality provider of science shows and workshops as determined by school, local and national government feedback.

### **SCOPE & REQUIREMENTS OF THE ROLE**

#### **MAIN TASKS**

##### **Pre - Tour**

- Attend mandatory training and rehearsal days (includes science communication training and workshop/show specific science training).
- Be familiar with content and script of allocated show or workshop in advance of rehearsals.
- Work with a Director and tour partner, to learn a Generation Science show or workshop during rehearsal period.

- Study the science in the show/workshop in preparation for tour.
- Participate in show rehearsals; work with feedback from Directors and staff from Edinburgh Science Learning to achieve high-level quality performances.

### **Performance**

- Deliver your show or workshop for the full period of the Generation Science tour.
- Encourage children to engage in activity, facilitate their learning, provide relevant, factual information and answer questions with accurate responses.

### **Conduct**

- Be an ambassador for Edinburgh Science and adhere to our communication policies while representing the organisation.
- Be punctual and reliable, meeting dates and times for show bookings.
- Maintain dress code and personal appearance appropriate to working in a school and professional environment.
- Use language and behavioural conduct appropriate to working in a school and professional environment.

### **Tour Responsibilities**

- Inform Edinburgh Science immediately in the event of late arrival to a show or inability to attend due to sickness or transport/traffic problems.
- Manage weekly petty cash expenditure and collation of receipts where appropriate.
- Maintain good communication with tour manager regarding school visits and incident reporting.
- Familiarisation with any safety measures for the tour and ability to competently implement and follow them.
- Drive the hire van with due care and attention and report any issues with vehicles.
- Accurately maintain accurate daily timesheets.
- Participate fully in the rota and stay away/overnight requirements - these are in place for the health and wellbeing of tourers.

### **Sets and Props**

- Transport equipment safely and responsibly to schools.
- Set up and take down all set sets and props, paying attention to correct manual handling and health and safety guidelines.
- Perform minor repairs to props as necessary and report problems or issues to the production manager.
- Be responsible for care of touring props and maintaining supplies of consumables.

## **Post Tour**

- Report on repairs required to props at the end of the working contract to the Production Manager.
- Report any changes to the show or workshop delivery that took place during the tour to the Events Development Team.
- Attend exit interview or complete online questionnaire on all aspects of work.

## **COMMUNICATIONS AND RELATIONSHIPS**

### **Internal:**

- Edinburgh Science – Education Team, Development Team, Production and Projects Team, Creative Team and Finance & HR Team.

### **External:**

- Pupils, teachers and schools staff across Scotland.
- Accommodation providers across Scotland.

## **KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS**

We are looking for outgoing people who are excellent communicators and who enjoy working with primary school children. Previous experience in Science Communication would be beneficial as would experience working in education or learning support, or a background in theatre and performing arts. However, passion is the key and an ability to work hard and retain your sense of humour is essential.

### **Essential:**

- A science, theatre or education background and/or an interest in science, engineering or technology.
- Confident presenter with excellent communication skills
- Some experience of working with children
- An interest in education and passion for the work we do
- Good team working skills
- Customer service skills
- Quick learner, comfortable with scientific information
- Reliable and calm under pressure

### **Desirable:**

- Full, clean driving licence with at least 1 year driving experience
- Relevant performance or presentation experience (e.g. Theatre, science communication, public engagement, busking, teaching)

- Varied experience of working with children

## **OTHER CONDITIONS**

The role will involve travelling within Scotland. It may include some overnight stays.

Edinburgh Science is committed to ensuring that:

- We are an exemplar organisation in the way we embrace environmental sustainability. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to Edinburgh's policies on sustainability, waste, resource usage and carbon reduction.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.

## **FURTHER INFORMATION**

**These roles are offered on a temporary, short-term contract and on a full-time basis.**

**Tour Dates (may be subject to slight changes):**

- Spring tour dates: 05 February to 20 March 2024\*
- Summer tour dates: 22 April to 28 May 2024

Please note that if successful you will be required for multiple dates in January and February for training and rehearsals.

\*There may be the possibility of other short-term contract work during our annual Festival in the weeks in-between.

Deadline for applications: **Sunday 24 September 2023 at 11:59PM**

Interviews: **Held between Monday 02 October – Thursday 13 October 2023**

Selection Centre: **Monday 30 October 2023  
(in person, in Edinburgh)**