

Heritage Engagement Manager (Maternity Cover)

Reports to: Head of Creative Engagement

Direct Reports: Heritage Engagement Coordinator, Heritage Engagement Assistant (paid placement), volunteers, freelance project support and creative practitioners as required

Capital Theatres – Who we are

Capital Theatres is Scotland's largest theatre charity. We manage the Festival Theatre, King's Theatre and Studio Theatre in Edinburgh. Over the last four years we have undertaken a major capital development project to make the King's Theatre fit for today's productions, audiences and communities. As part of this we are delivering an extensive heritage engagement programme that explores and celebrates the heritage and history of the King's and shares the stories that have unfolded in and around this historic building. We are looking forward to welcoming audiences, communities, visiting companies and other stakeholders back to the King's from summer 2026. You will play an important role in this exciting chapter, leading a programme that:

- Welcomes new and returning audiences to the King's Theatre
- Reveals and interprets the theatre's heritage for a wide range of communities
- Expands the reach and visibility of Capital Theatres' creative engagement work

A key objective of the programme is to establish and sustain relationships with individuals and groups local to the King's Theatre who may have had little or no previous connection to the venue. Our target audiences are young people, families, students and older people in the Tollcross area, and we are particularly keen to engage with people living with disabilities, people from ethnic minority communities and people from lower-income households.

The Heritage Engagement Manager will play a critical role in putting the King's heritage at the heart of our engagement work. Supported by the Head of Creative Engagement and King's Project team, you will have responsibility for managing our collection of heritage materials relating to the King's Theatre, sharing heritage assets with the wider public and developing volunteer programmes and community panels that will shape how we bring the heritage of the King's Theatre to life for the widest range of people.

Our vision

To share extraordinary live experiences with everyone.

Our mission

To build a sense of belonging across our theatres by enriching lives through creative programmes and strong partnerships.

Festival Theatre King's Theatre Studio Theatre

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Our values

We care – People-centered, thoughtful and welcoming.

We share – Inclusive, collaborative and focused on widening access.

We dare – Ambitious and confident in facing challenges.

Together we deliver – Professional, energetic and committed to delivering high-quality experiences.

Purpose of the role

This role leads the development and delivery of the King's Heritage Engagement programme and the care of the King's Theatre heritage assets. The post supports Capital Theatres' commitment to heritage, community connection and creative engagement. Responsibilities may evolve over time in consultation with the Head of Creative Engagement.

Key areas of responsibility

1. Project management of the King's Heritage Engagement programme

You will take overall responsibility for planning, delivering and monitoring the King's engagement programme as set out in our National Lottery Heritage Fund application. Working with internal teams, external partners and the Heritage Engagement Coordinator, you will ensure the programme meets its ambition, scope and targets across the funded period.

You will:

- Deliver the programme to agreed timelines, budgets and objectives
- Line manage the Heritage Engagement Coordinator, oversee school and community work, sign off plans and budgets, and ensure compliance with safeguarding, data and health and safety policies
- Work with our leadership team to ensure heritage-related policies and procedures are being followed consistently
- Manage programme budgets and ensure all activity sits within agreed parameters
- Advise colleagues on the appropriate use of heritage assets for engagement activity

2. Management and care of heritage assets

You will oversee the stewardship of the King's Theatre heritage collection, ensuring materials are conserved, catalogued and shared appropriately in line with the Archive Plan and Conservation Management Plan. Most items will be held at Edinburgh City Archives, with selected materials used for exhibitions, engagement and interpretation.

You will:

- Ensure all items are properly documented, catalogued and transferred to Edinburgh City Archives in timely manner
- Maintain the working relationship with the archive team and ensure smooth transfer and retrieval of materials

- Develop and maintain the heritage catalogue for internal and public use, including online access
- Collect stories, documents and objects through community engagement, securing permissions and licences as required
- Lead the collection of oral histories including volunteer training, quality assurance and integration of recordings into the archive

3. Interpretation

You will identify and showcase heritage items that will resonate with audiences, community groups and participants. A key element of this role is to continue developing [The People's Archive](#), an online exhibition of digitised material and new creative responses to the King's Theatre's history.

You will:

- Continue to develop and maintain The People's Archive, selecting themes, materials and creative outputs, and producing storytelling content across digital and physical formats
- Curate rotating displays within the King's Theatre and community settings, coordinating installation and takedown with internal teams and partners
- Work with the marketing and communication team to maximise visibility and reach of all exhibitions
- Ensure correct permissions and licences are secured for all digital and physical materials

4. Community engagement through volunteering

You will build meaningful community involvement across our target audiences of young people, families, students and older people in the Tollcross area, people living with disabilities, people from ethnic minority communities and people from lower income households. Volunteers will help shape the programme and contribute directly to The People's Archive and wider engagement activity.

You will:

- Recruit and manage volunteer teams from targeted community and stakeholder groups
- Support volunteers to gather, digitise and upload oral histories, creative outputs and archive materials
- Oversee volunteer involvement in school placements, student placements and daytime roles such as Welcome Hosts and Tour Guides
- Ensure the King's Advisory Panels programme is delivered in line with our business plan aims to inform programme development
- Design and deliver training for all volunteers
- Maintain and update the Volunteer Policy, Handbook and Agreement

- Ensure that all volunteer activity meets Capital Theatres' standards for safeguarding, data management, health and safety and equality
- Put evaluation processes in place to review and refine the volunteer programme

5. Reporting and evaluation

You will play a key role in organisational learning and reporting across the King's Project.

You will:

- Work closely with the Development team to meet reporting requirements for the National Lottery Heritage Fund, Historic Environment Scotland and other funders
- Act as a core member of the Capital Theatres Evaluation Group, supporting monitoring and evaluation across all King's Project activity
- Contribute to the Creative Engagement department's wider work and planning

We are committed to equality, inclusion and diversity, and aim to create a workforce which reflects the communities we serve in the City of Edinburgh and beyond. We actively welcome applications from people of all backgrounds, identities, and lived experiences, and will make reasonable adjustments throughout recruitment, training and employment to ensure equitable opportunity. If you require this job description in another format, or need adjustments to apply or interview, please contact us. We will ensure you have the support and information needed to participate fully.

Person specification

Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Experience in delivering programmes or projects with multiple strands • Community engagement and creative engagement • Demonstrable experience of project management of funded activities involving a number of different projects or strands • Proven experience of managing a volunteer programme, including the delivery of training and skills development for volunteers • Proven experience of working in a public-facing role that brings heritage to life for a wide range of different audiences and community groups 	<ul style="list-style-type: none"> • Previous experience of working on activities supported by National Lottery Heritage Fund • Line management experience • Previous experience of facilitating advisory panels or community forums
Essential Skills and Abilities	
<ul style="list-style-type: none"> • Initiative to plan and manage a varied workload effectively and efficiently under pressure in a changing environment. • Excellent organisational and administrative skills. • Highly developed 'people' skills – verbal and written communication skills, empathy, openness and patience. • Ability to collaborate with colleagues to achieve shared goals. 	
Knowledge, Attitude and Behaviours	
<ul style="list-style-type: none"> • An interest in and appreciation of Capital Theatres and/or the performing arts. • A genuine commitment to community engagement and co-creation principles. • A thoughtful approach that values different perspectives and is respectful of diverse groups • Willingness to work in a flexible manner, including evening and weekend duties when required. • Absolute commitment to equality, inclusion, and diversity. • Good knowledge of the Scottish safeguarding regulations. • Willingness to travel as required. 	

Main Terms and Conditions of Employment

Tenure	Fixed-term contract for 10 months from March 2026 to January 2027 (maternity cover)
Reporting to	Head of Creative Engagement
Salary	£35,00 - £37,500pa
Hours	Up to 180 hours per month. No overtime is payable but time off in lieu for excess working hours may be agreed with the line manager as appropriate. The majority of working hours will be within our core hours of 10am – 6pm with some occasional evening and weekend work required at times. This will be scheduled by mutual agreement.
Annual leave	35 days per year (including all statutory Scottish public holidays), offered pro rata.
Probation period	3 months
Notice period	1 month
Pension	Auto-enrolment scheme with 8% employer and 4% employee contributions after successful probationary period. Optional additional contributions available.
Place of work	Festival Theatre and King's Theatre, Edinburgh, with some additional travel and occasional work from home. Hybrid working and flexible working requests will be considered.
Additional Benefits	Life assurance (3x salary), free/discounted tickets, Friends Membership, 20% café discount.