



## **Job Description: Youth Theatre Leader**

### **REPORTS TO:**

Engagement and Learning Manager

### **CONTRACT TERMS:**

Part Time 0.5, permanent.

### **SALARY RANGE:**

£16,000 - £18,000

pro rata (so £8,000 – £9,000)

depending on experience

### **JOB CONTEXT:**

This is a new part time role to support the continued development of 'Young Theatre Royal' as part of the Live Theatre Winchester Trust offer and to practically lead a number of our regular youth theatre groups.

The new CEO and the new Hat Fair and Engagement Director of Live Theatre Winchester Trust both have creative backgrounds in young people's theatre and engagement and are therefore committed to developing this area of the organisation's work.

Currently there are 11 youth theatre groups, with participants aged from six to twenty-one, meeting regularly in the city and across the district of Winchester. At present they are all led by freelance practitioners. This role seeks to consolidate some of this provision within one highly creative and talented practitioner. The role will also take on some of the administration of 'Young Theatre Royal', to support the Engagement and Learning Manager.

### **JOB PURPOSE:**

The Youth Theatre Leader will

1. Plan and practically deliver up to 6 youth theatre groups, meeting regularly and working towards performances
2. Lead the administration and coordination of all the regular youth theatre groups and support their development
3. Deliver holiday activities and performance led projects for young people
4. Support the Engagement and Learning Manager with engagement within schools and the development of new participatory projects involving young people

## **Principal responsibilities**

## **Practical Delivery**

- Lead weekly term time sessions for up to 6 youth theatre groups of different ages and in locations across the district of Winchester
- Develop the skills and quality of their work and prepare them for performances and sharings
- Lead the delivery and organisation of young people's showcases on stage and elsewhere
- Take an overview of all the youth theatre provision and ensure the quality of that provision, including liaising with and supporting freelance practitioners

## **Administration and Coordination**

- Administrate all the youth theatre groups to ensure timely payment of subscriptions, good communications with parents and accurate record keeping in compliance with best practice
- Coordinate across the youth theatre provision to ensure a cohesive artistic intent and outcome, particularly in how all the groups connect into performance opportunities and showcases
- Manage the budgets for the youth theatre groups and ensure income generation targets are met
- Take a lead on evaluating the activities of youth theatre provision including gathering, collating and acting on feedback

## **Additional Projects**

- Support the delivery of holiday activities and residencies for young people at the Theatre Royal and elsewhere within the district, working with other practitioners
- Deliver occasional schools tasters and workshops and support professional companies to work in schools
- Develop additional creative activities within the building and support the development of new community projects

## **General**

- Champion the organisation's values and adhere to organisational policies and procedures and in particular Safeguarding and data protection in the context of this role
- Act as an advocate for the organisation with key stakeholders and with the public
- Carry out all tasks in accordance with best practice and organisational action plans in respect of diversity and disability equality
- Attend internal and external meetings, participate in training and other forms of staff development and be available to work at evenings, weekends and bank holidays when necessary

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| <b>Person Specification</b> |
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- Undertake any other duties reasonably requested

In addition to a commitment to the values, aims and objectives of Live Theatre Winchester Trust, you will be able to show evidence of the following against which we will assess your application:

### **Essential Experience and skills**

- Experience of working with and leading young people in a youth theatre environment
- Experience of leading and managing groups of diverse young people effectively
- Evidence of quality outcomes from work you have done leading young people
- Degree or equivalent in an arts based discipline
- Experience of working with or within schools and colleges on performance based projects
- Demonstrably strong organisational and project management skills
- Microsoft Office literate
- Strong administration and record keeping skills
- Full driving licence

### **Desirable Experience and skills**

- Experience of directing large groups of young people
- Experience of working with people with learning difficulties or disabilities in a performance setting
- Understanding and implementation of best practice in relation to safeguarding

### **Personal qualities**

- Passion for the arts and for creating opportunities for everybody to engage
- A desire to help young people achieve their full potential
- Vision, imagination and creativity
- Generous team player with a desire to facilitate others in an inclusive environment
- Excellent interpersonal skills and an enthusiasm for communicating with people
- Drive, energy and a desire to own and deliver projects
- Ability to be self motivated and to work flexibly as part of a creative team
- Ability to work within tight deadlines and budgets and pay attention to detail
- Able to manage multiple priorities
- Prepared to work flexible hours

Please note that this role is subject to an Enhanced Disclosure and Barring Service Check

Live Theatre Winchester Trust is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.