



# JOB SPECIFICATION

## Assistant Tutors

The Queen's Theatre's Learning & Participation Department seeks Assistant Tutors to deliver services for one or more of our many weekly Youth Theatre groups.

**Reporting to:** Learning and Participation Producer  
**Responsible for:** Youth Theatre Members and Volunteers  
**Fee:** £25 per session (2.5hrs) *paid half termly upon receipt of invoice*

### Primary Objective

To play a key role by assisting the group tutor in the delivery of services for the Youth Theatre programme in order to maintain the current level of success and contribute to the development of the programme.

### Main Duties

To support the Learning & Participation Department with the facilitation of regular sessions and productions.

- to take registers for the group
- to lead warm up activities
- to assist the tutor in session activities
- to assist the tutor with theatre's discipline procedures
- to attend tutor and production meetings as required
- to be available all day on performance dates to support the production
- to assist on all individual, general, technical and dress rehearsals
- to assist the group at performance events at the theatre and at external events
- to fully liaise with the Learning & Participation Department

### General

- To be aware of, and to adhere to and uphold, the Theatre's policy on Protection of Children and Young People
- To be aware of, and to adhere to and uphold, the Theatre's policy on Equality of Opportunity
- The service provider will be subject to a Disclosures and Barring Service check
- The service provider will be asked to apply for a Chaperone Licence (cost covered by the Theatre) and to work as a Chaperone on relevant Youth Theatre productions