



## JOB DESCRIPTION

# YOUTH THEATRE DIRECTOR

Job Title	Youth Theatre Director
Reporting to	Head of Learning & Participation
Responsible for	Freelancers, Casual staff, Volunteers
Salary	up to £23,019 per annum
Hours	per letter of agreement, and within the Working Time Regulations As standard, days of work will be Tuesday-Saturday during term time, and Monday-Friday during holiday periods including regular evenings every week.
Notice period	2 months

### Primary Objectives

To inspire and motivate young people by facilitating opportunities to engage in the performing arts and create acts of extraordinary theatre whilst delivering and overseeing the growing QYouth programme and supporting other Learning & Participation projects.

### Main Duties

To facilitate the QYouth programme:

- To oversee the Queen's Theatre's Youth Theatre, Young Company, Dance Company and holiday activities.
- To devise programmes of work for each group in line with the ambitions of the Theatre's 2018-22 Business Plan and as agreed with the Head of Learning & Participation.
- To devise, direct, and produce sharings and performance events as appropriate and as agreed with the Head of Learning & Participation and the Artistic Director.
- To ensure the provision of appropriate pastoral care for relevant participants in the Learning & Participation programme.
- To deliver a significant portion of the QYouth programme both onsite and through satellite groups in external locations.
- To provide continuity and uphold quality of provision across QYouth programmes.
- To oversee and administer recruitment to and membership of all QYouth groups.
- To review the progress of QYouth members across the Learning & Participation programme.
- To steer the development and expansion of our Young Company offer.
- To support, develop and schedule the team of freelance Tutors and Assistants to help deliver the QYouth programme under the guidance of the Head of Learning & Participation.
- To manage local and national youth focussed relationships, including those with clients, partners and industry organisations.
- To maintain strong relationships with parents, developing opportunities to engage and activate them in fundraising and audience development.



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### **General**

To support other strands of the Learning & Participation Programme (Family, Adult, Education) as required by the Head of Learning & Participation.

To support the Head of Learning & Participation in the delivery of Relaxed and Dementia Friendly performances across the Queen's Theatre's artistic programme.

To coordinate and support young people performing within professional produced work where such opportunities arise.

To deliver theatre talks and backstage tours, including pre and post show discussions.

To support cross-organisational activities including fundraising, development and celebration events.

To undertake thorough monitoring and evaluation of QYouth programmes through both quantitative and qualitative reporting.

To support, implement and contribute to the development of the Theatre's Safeguarding and Child Protection policies, fulfilling the role of Deputy Safeguarding Officer.

To be aware of, adhere to and uphold the Theatre's policy on Equality of Opportunity.

To undertake training as required.

This role is subject to an Enhanced Disclosures and Barring Services (DBS) check.

This role will be required to obtain a Chaperone's License.

To undertake other tasks as may be reasonably required by the Head of Learning & Participation.



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### **PERSON SPECIFICATION**

#### **ESSENTIAL**

- A passion for theatre and the performing arts
- Significant experience in a learning and/or participation context
- Successful track record in working with and empowering children and young people through the arts
- Experience in devising lessons or training programmes
- Experience in directing theatre involving young people
- Experience in facilitating devised theatre projects with young people
- Ability to engage with parents of young people
- An aptitude for dealing with difficult situations
- Experience of health and safety and risk assessment processes
- Thorough and practical working knowledge of safeguarding and child protection procedures
- Relevant experience of co-ordinating the work of others
- Good written and excellent spoken English
- Good IT literacy with Microsoft Office packages

#### **DESIRABLE**

- Experience of work in the theatre or performing arts sector
- Knowledge and experience of working in Outer London/ Essex
- An understanding of progression opportunities for young people into job opportunities in the theatre and arts
- Good relevant professional networks
- Knowledge of current good practice around youth theatre provision
- Driving Licence
- First Aid certificate (or willingness to undertake training)