

Youth Theatre Director Job Description

Job title: Youth Theatre Director

Vacancy: Casual (Ad-Hoc basis)

Anticipated start date: Launch Saturday Club sessions from November 2022 onwards (a few hours of planning meetings required prior to this)

Duration: Part-time, 1-year fixed term contract to 31/08/2023 (comprising delivery of drama workshops on Saturday mornings and planning/ admin work)

Salary: Grade J spine point 38 - £23.90ph. Up to 133 hours of work during the academic year (up to £3178.70 per year). See 'Pay' below.

Report to: Head of Drama (day to day) & WP & Outreach Manager (timesheet/ pay approvals)

Responsible for: day to day instruction and supervision of 4x Youth Theatre Leaders (co-managed with WP & Outreach Manager, r.e. timesheet/ pay approvals)

Closing date: Friday 14th October 2022

Job Purpose:

This is an exciting opportunity to plan and deliver an annual programme of stimulating activities for the Drama St Mary's Youth Theatre. The programme is delivered in partnership with the National Saturday Club, as part of the 'Writing and Talking' strand of creative activities. This part-time role will primarily involve the delivery of 30 Youth Theatre workshops on Saturday mornings, during school term times. In addition, it will require the preparation of a scheme of work for the duration of the programme, and planning/ administration throughout the programme (e.g. collecting data from participants and emailing parents/ carers with reminders of upcoming sessions). See the 'Pay' section below for further details.

The Youth Theatre Director will lead 30x 3-hour Saturday morning sessions (delivered during school term time) with up to 35 young people, aged 13-16. The work the young participants deliver will include the development of key discipline specific skills, as well as the creation of production work which will be shared in public. They will be supported each week by two Youth Theatre Leaders (of a team of 4 Leaders in total).

The Director will liaise with all key internal and external stakeholders and partners to ensure both a smooth delivery of work, and ensure all Safeguarding and other protocols are upheld. The Director will act as the Designated Safeguarding Officer for the programme, and will be provided with training and procedures for escalation of any Safeguarding issues.

The postholder will also complete any associated administrative tasks that fall beyond those carried out by University staff, including the production of coherent schemes of work, communication with young participants and their parents/ carers, and basic data management in line with relevant policies (e.g. collection and storage of registration or confidential evaluation forms). The Director will report to the Head of Department on potential efficiencies and enhanced practice in the pursuit of maintaining our status as high performing Drama School.

Main Responsibilities:

Planning

- To develop and deliver a year-long programme of planned drama activity, projects and events, working with the Head of Department and Production Co-ordinator to ascertain feasibility, resources, requirements and timelines.
- To act as the central point of liaison between St Mary's University and the National Saturday Club. This will include providing the Youth Theatre's work for the Summer Show and Yearbook, and coordinating the group's attendance at termly events (Masterclass, London Visit; Final Show).
- To prepare costings of planned events, ensuring all information is shared and documented appropriately.
- Collaborate with the Head of Drama & WP & Outreach Manager to prepare Risk Assessments for on-campus and off-campus activities related to the Youth Theatre.

Delivery

- To deliver 30 x 3-hour sessions on Saturday mornings over the course of the academic year.
- To foster an inclusive, creative environment for all young people in the Youth Theatre. The Director will be a positive role model, and develop strong working relationships with the participants, ensuring that the code of behaviour is adhered to, and that activities are set at an appropriate level to stimulate and support their learning.
- To liaise with the Production Coordinator over room requirements and other resource needs.
- To act as a point of contact for parents and young people participating in the Youth Theatre, with guidance from the WP & Outreach Manager. This will include regular communication on weekly logistics, and health and safety, as well as maintaining the enthusiasm for and commitment to the Youth Theatre amongst the young participants.
- To work with the Youth Theatre Leaders to delegate an appropriate level of responsibility, appropriate to the activity planned, and in line with health & safety requirements.
- To act as Designated Safeguarding Officer for the programme, and to proactively communicate with key staff (Head of Drama; WP & Outreach Manager; Lead Safeguarding Officers) regarding any potential issues, safeguarding concerns or barriers faced by the participants that might be detrimental to their wellbeing, or their full involvement in the work of the Youth Theatre.
- Coordinate the administrative requirements of the National Saturday Club and also St Mary's Widening Participation team. These include collecting parental consent, keeping accurate records of attendance and any safeguarding issues, and supporting the evaluation of the Youth Theatre.

Other

- To supervise the work of the Youth Theatre Leaders, and act as a mentor to them.

- To undertake any other tasks and duties as reasonably requested by the Head of Department in line with the creation and maintenance of Drama St Mary's Youth Theatre.
- Adhere to all relevant St Mary's and National Saturday Club policies, including Equality & Diversity, Safeguarding, and the main Collaboration agreement between St Mary's and SCT.
- Undertake an Enhanced Disclosure & Barring criminal record check (DBS) to work with young people.
- To undertake any training deemed necessary for the position, including St Mary's Designated Safeguarding Officer training

Job specification

Criteria	Essential	Desirable	How identified/ assessed
Knowledge and Experience			
Excellent educator with a proven experience of working positively with young people	✓		(A)Application (I) Interview
Ability to commit to the regularity of the Saturday morning schedule	✓		A/I
Experience of leading a team	✓		
Knowledge of working in a professional theatre environment with a record of directing productions for public performance	✓		A/I
Skills			
Excellent verbal & written communication skills	✓		A/I
Good presentation skills	✓		A/I
Experience of generating PR press releases and other publicity.		✓	A/I
Strong organisational skills, and adept at balancing workload and priorities	✓		A/I
Strong IT skills (Excel/ Word), and able to communicate clearly with young people/ their Parents & Carers using letters, email, and the internet/social media	✓		A/I
Personal attributes/other requirements			
Able to commit to the regular Saturday morning schedule (30 weeks)	✓		A/I

Committed to equality, diversity and Inclusion	✓		A/I
Committed to Safeguarding the wellbeing of young people, and to understanding and following relevant policies (Safeguarding; Health and Safety)	✓		A/I
Positive, problem-solving outlook	✓		A/I
Pro-active and able to use initiative	✓		A/I
Able to lead young people professionally, using discretion, emotional intelligence and diplomacy	✓		A/I
Ability to build relationships with and inspire young people from a wide variety of backgrounds	✓		A/I
Able to undertake an Enhanced Disclosure & Barring criminal record check (DBS) to work with young people.	✓		A/I

Working Hours

As part of the National Saturday Club, the Youth Theatre will take place for 3 hours on Saturday mornings during school term times (10 weeks per term; 30 weeks per year). The Director will be required to commit to this weekly delivery. Planning schemes of work is also required.

General

All staff involved in the Youth Theatre are expected to adhere to the policies and procedures of the National Saturday Club, and St Mary's University. All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner.

Please Note

This job description reflects the core activities of the role and as the University and the Youth Theatre develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holders recognise this and adopt a flexible approach to work and be willing to participate in training.

St Mary's University reserves the right to change and amend this Job description/ Person Specification in accordance with the changing requirements of the organisation.

Pay

Rate of Pay – up to £3179 for the duration of the year. Consisting of:

- Delivery of Saturday sessions @ £23.90ph (for 3 hours per Saturday, over 30 sessions)

- Preparation/ admin costs (scheme of work for year) = up to 43 hours over 30 weeks @ £23.90. Equivalent to 1-2 hours prep/ admin per week over the 30-week year
- Sub totals: 90 hours of delivery + 43 hours of prep work = up to 133 hours work per year, @ £23.90ph. Total of up to £3178.70 per academic year.
SUB-TOTAL – PREP/ ADMIN: £997.60 (or approx. 43 hours @ £23.20ph)

Total pay for YT Director = up to £3178 per year

Method of Payment

All payments at St Mary's are dealt with by our Payroll team. Pay is via a BACs payment and all payslips can be accessed online via the PeopleNet portal.

Timesheets

The Director is expected to complete and submit their own timesheets on a monthly basis. You will be sent the details to submit your timesheet on the PeopleNet Portal