

Slow Theatre Company

Director of Drama - Wymondham

Job Specification

Thank you for your interest in the position of Youth Theatre Director and Head of Drama for Wymondham, with Slow Theatre Company (STC). To apply you will need to complete an application form and equal opportunities monitoring form. When doing so, please follow these instructions:

Please ensure you complete all parts of the application form as fully as possible. In the supporting information statement of the application form, please include why you are interested in this post and what skills and experience you will bring to the role from present and previous experience.

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard forms. If you wish to submit such an application, please make sure you provide answers to all of the questions asked.

Job description: Youth Theatre Director and Head of Drama in Wymondham.

Responsible to: Artistic Director.

Responsible for, alongside the Artistic Director: Team members' involvement, team members' development and team members' professionalism.

Slow Theatre Company (STC) has developed a strong reputation for the quality of its work over the past six years and you are critical to this success. The role requires a highly organised, determined and engaging practitioner with the skills to direct up to three shows annually, whilst maintaining strong and engaging weekly sessions.

Additionally, this position requires an individual who can substantially contribute to the growth of STC. It is important to remember that we are not a school, or a parent, we are a club, where our kids choose to go to have a fun, exciting time.

As STC evolves to meet the changing needs of a producing company, the roles required of all staff will evolve. As such staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

Key responsibilities:

- To plan, develop and manage a year-round programme for STC's children and youth groups in Wymondham, age 5 - 18; harnessing the skills and strengths of the young people themselves, enlisting the support of the whole team and other resources to ensure the highest quality of experience for all.
- To run dynamic and energetic sessions which facilitate, train and empower young people with skills in theatre making.
- Create an environment in which children thrive through person centered theatrical activities that lead to exciting, fun and child led theatre, both challenging and exciting.
- To prioritise the implementation of strategies which progress the expansion, diversification and integration of theatre sessions.
- To oversee the maintenance and accuracy of all registers, subscriptions and records (medical, photographic and educational) for the whole youth programme; working with the Artistic Director.
- To be an active part of the team to develop STC participation in the local community & Youth Festivals and to identify creative, fun opportunities for our children to take part in whilst always looking to collaborate with like minded organisations and individuals that can promote opportunities for children and young people.
- To ensure effective and smooth communication between young people, parents and STC, ensuring efficient organisation and management of the Youth Theatre.
- To collaborate with the Artistic Director to ensure that the Drama programmes are clearly, effectively and appropriately marketed.
- To ensure Youth Theatre and drama class practices and staff comply with relevant Theatre Policies; e.g. registration, child protection, risk assessment, health and safety etc.
- To ensure Youth Theatre complies with STC financial procedures, and works within budgets set by Executive and Head of Engagement.
- To always champion Slow Theatre Company and the work we do.

Other

- To represent STC at regional and national level.
- To ensure maintenance of accurate monitoring, to feed into stakeholder and board reports as required.
- To work closely with the STC team to support drama class related funding proposals and relationships.
- To support and deliver other youth, education and outreach workshops for STC, where free to do so.
- Any other duties as may reasonably be required.

PERSON SPECIFICATION ESSENTIAL

- Strong knowledge, skill and understanding in theatre making with and for young people.
- Excellent skills in developing and leading a high quality participatory drama and youth theatre programme.
- Aptitude for directing young people and children, be able to source plays, write up devised pieces and oversee performance production.
- Flair for communicating with young people from a wide range of backgrounds and understand how the arts can sit within a community setting.
- Excellent organization and presentation skills.
- Experience and understanding of how to successfully implement Safeguarding and Child Protection policies.
- Collaborative temperament.
- Enthusiastic, with a positive outlook.
- Discretion, sensitivity with good team skills.
- Ability to work weekends and as a freelancer.

DESIRABLE

- Awareness of the workings of a professional, producing theatre..
- Awareness of the place of Drama and Theatre in the formal education sector, and good understanding of how it relates to Youth Theatre.
- Awareness of the wider regional and national context of arts funding.
- Good working knowledge of Word and Excel, and general IT skills.
- Full UK Driving license.

REMUNERATION AND HOURS

- **Location: Wymondham**
- **Rate of pay: £80 a week to include 4 hours of directing/teaching and one hour of admin a week.**
- **This is a freelance position only.**

Please fill in the application form and return to Danny O'Hara at info@slowtheatrecompany.co.uk

You are welcome to email Danny at any point to discuss an application before you send it.

Thank you again for showing an interest in working with Slow Theatre Company.