

Job description



Job title: Youth Theatre Leader

Location: Ysgol Bae Baglan, Port Talbot

Duration & hours: Part time freelance contract, 5.5 hours commitment per week, workshops Tuesdays 3.15pm – 6pm school term time only, from 28th June 2022 to 18th July 2023 (with the possibility of extension), plus some outreach workshops in June.

Remuneration: £157.30 per week for 5.5 hours including workshop and preparation

Reports to: Director of Operations & Board of Trustees

Staff reporting to postholder: None

The National Youth Arts Trust is a small performing arts charity that exists to widen access to the performing arts for young people from disadvantaged backgrounds - through giving bursaries for music, dance, and drama lessons, running youth theatre projects, and taking children to the theatre, often for the first time.

We are looking for an experienced youth theatre leader to join our team and help run our new youth theatre company in Port Talbot each Tuesday after school at Ysgol Bae Baglan.

Our new youth theatre company in Port Talbot aims to inspire, raise aspirations, unearth emerging talent, make bold and exciting work, be a springboard for further education and engage the young people in the community to develop a life-long interest in the performing arts.

We are seeking inspiring, dynamic, and enthusiastic individuals, who are confident in engaging with teenagers, have experience leading high quality drama workshops and have practical performing arts skills.

The ideal candidates are excellent communicators and motivators, with a passion for theatre making and working with young people and passionate about equal opportunity in the performing arts.

It is an essential role for this charity and offers a unique opportunity to be involved and have influence on a growing arts organisation.

The successful candidates will work in collaboration alongside the NYAT, visiting creative practitioners and our artistic associates, to prepare and devise the content of the workshops and run the session each week.

Duties & responsibilities

- To plan and lead weekly youth theatre workshops for ages 12-19 on Tuesday afternoons.
- Workshops should cover a range of skills including script writing and devising work, acting techniques, physical theatre, improvisation skills, skills in movement and voice, plus confidence building and teamwork; helping the participants explore their creative potential in drama.
- To work collaboratively with the National Youth Art Trust and our artistic associates in planning workshop content, themes and learning outcomes, and help to hire visiting artistic facilitators alongside the administrator.
- To be alert to the needs of the workshop participants, be approachable, take initiative and give pastoral care where required.
- To help prepare the workshop space and take responsibility for the first-aid box, should the need arise to use it.
- To direct, cast and promote youth theatre performances as required.
- To run outreach workshops in local schools.
- To ensure registers and contact details of the participants are carefully managed and updated - communicating with the National Youth Arts Trust administrator as necessary.
- To ensure any monies are carefully managed and petty cash kept safe.
- To accompany the youth theatre on occasional off-site theatre trips.
- To ensure that all sessions are safely managed, and appropriate risk assessment procedures are implemented, notifying the National Youth Arts Trust administrator of any high-risk activity.
- To communicate effectively with the National Youth Arts Trust and our associates and provide regular updates of youth theatre activity as required by the Board of Trustees and the administrator and contribute to youth theatre evaluation meetings.
- To assist the administrator in executing different methods of evaluating the youth theatre project and write an end of term report for the Board of Trustees.
- To be a positive advocate for the work of the National Youth Arts Trust.
- To work within agreed budgets where applicable.
- To follow guidelines, procedures and policies provided by the National Youth Arts Trust, including our safeguarding policy and our equal opportunities policy.
- To undergo first aid training if required.
- To liaise with the National Youth Arts Trust administrator over additional rehearsal space, teaching resources, refreshments or equipment as required.

NATIONAL YOUTH ARTS TRUST

Registered with the Charity Commission In England
as a Charitable Incorporated Organisation, Registered No. 115236
Correspondence address: PO Box 225, Chessington KT9 9EB
Web site: www.nationalyouthartstrust.org.uk Tel: 07891835589

- To undertake any other duties appropriate to the post as agreed with the National Youth Arts Trust.

This job description is not exhaustive, and the post holder may be required to undertake other such duties from time to time.

The role will require the successful candidate to complete an enhanced Disclosure & Barring Service check and first aid training.

Personal skills and attributes

The ideal candidate:

Essential

- ✓ Has a thorough commitment to and knowledge of youth engagement in the performing arts.
- ✓ Has proven experience in delivering and evaluating youth theatre workshops.
- ✓ Is innovative, full of new ideas and new ways of delivering workshops and able to think on their feet.
- ✓ Is highly enthusiastic, intuitive, and committed to the provision of high-quality teaching and supporting the development of youth arts provision in the community of Port Talbot.
- ✓ Is an excellent leader and communicator who can effectively engage participants in theatre making.
- ✓ Can work as a team and is able to work collaboratively with other creative practitioners and the National Youth Arts Trust administrator and our associates.
- ✓ Is organised, reliable, self-motivated, is good at time keeping and can prioritise workloads and work to deadlines.
- ✓ Is experienced in directing young people for public performances.
- ✓ Is knowledgeable in safeguarding practices for children and vulnerable adults.

Desirable

- ✓ Has practical and professional experience as a performer or theatre-maker,
- ✓ Has experience in specific skills i.e. playwriting, vocal coaching or specific acting training,
- ✓ Is knowledgeable about contemporary theatre in the UK,
- ✓ Is knowledgeable about theatre craft (lighting, sound, stage management etc.),

To apply, please submit a CV and short covering letter (saved in word or as a pdf) with details of two references to: admin@nationalyouthartstrust.org.uk

If you are happy to do so, please kindly complete an equal opportunity monitoring form (via our website) and submit this alongside your application.

Please contact us if you need the job description in an alternative format or if you need any adjustments if invited to interview.

NYAT is an equal opportunities employer. We guarantee an interview for applicants with a disability providing they meet the minimum requirements for the post.

Charity No: 1152367.

We look forward to hearing from you! Please do not hesitate to contact us if you need any further information. Find out more about our work by visiting our website:

<http://www.nationalyouthartstrust.org.uk/>

- **Closing date for applications is 23rd May 2022.**
- **Interviews will be held online w/c 30th May or w/c 6th June 2022.**
- **Start date 28th June 2022 or as soon as possible thereafter (with outreach workshops held w/c 20th June).**

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