



## JOB DESCRIPTION YOUNG THEATRE MAKERS ASSOCIATE

<b>Post:</b>	Young Theatre Makers Associate
<b>Employer:</b>	Hull Truck Theatre
<b>Department:</b>	Creative Learning
<b>Line Manager:</b>	Associate Director (Creative Learning)
<b>Reports to:</b>	Associate Director (Creative Learning)
<b>Grade:</b>	Officer
<b>Reports from:</b>	Youth Theatre Assistants / Participants / Freelance Staff
<b>Responsible for:</b>	Managing Hull Truck Theatre's Young Theatre Makers programme at the theatre, in schools and in community settings.

### **Job Description:**

To work with the Associate Director (Creative Learning) to lead Hull Truck Theatre's Young Theatre Maker programme whilst supporting the broader Creative Learning department's work, ensuring all is linked to theatre's artistic programme and core values of Inclusion, Innovation and Integrity.

Hull Truck Theatre's Creative Learning work includes young theatre makers, outreach, community engagement, schools work, and bespoke learning & participation projects.

The team is made up of the Associate Director, Young Theatre Makers Associate and The Community & Learning Associate, it also works very closely with the Community Relationship Officer who works across the Communications and Creative Learning Team. All members of the Creative Learning department work across all areas of the department and are expected to make all our work accessible to all sectors of the community.

### **Artistic**

- To manage Hull Truck Theatre's Young Theatres Makers programme in line with the theatre's artistic programme and values. Which includes the planning and delivering a year-round programme of work for children and young people at the theatre and in the community.
- To direct youth theatre productions at the theatre and beyond, taking them from the ideas stage through to performance and evaluation.
- To lead Great Adventures in Storyland- our monthly interactive storytelling project for your children aged 3-6 and their families – by creating and delivering a monthly interactive performance/workshop.

- To deliver high quality theatre workshops and projects with a wide age range of participants in formal and informal settings including schools and community spaces.
- To contribute to the delivery and operational development of the Creative Learning Programme including working with the Associate Director (Creative Learning) and external partners to plan, prepare and deliver a programme of exciting and inclusive theatre projects with young people, adults of all ages, families and diverse communities
- To deliver school holiday projects for children and young people
- To contribute to the theatre's commitment to deliver Arts Mark and Arts Award

### **Operational**

- To manage all operational and administrative aspects of the Young Theatre Makers programme including correspondence, payments, keeping accurate records of personal information/attendance in accordance with the company's GDPR policies.
- To schedule all Young Theatre Makers activity and ensure all spaces are booked and suitable arranged.
- To manage casual youth theatre assistants including scheduling and signing off timesheets.
- To manage freelancers when they are working on the Young Theatre Makers programme
- To maintain a strong working relationship with the wider Hull Truck Theatre team, ensuring that accurate and timely information is provided to ensure activities run in the most effective way possible.
- To work with the Communications team to ensure that all activities are suitably publicised, newsworthy activity is profiled and that young people and community participants inform marketing strategy and web content where appropriate
- To administrate projects to the highest possible standards including record keeping and communication
- To ensure that all sessions are carried out in a safe and inclusive environment in compliance with the Theatre's Health and Safety and Safeguarding policies
- To assist with the preparation of resource packs for schools, colleges and community groups to enhance their engagement with the work we produce and present
- To assist with work experience and placement programmes
- To be an ambassador for Hull Truck Theatre in the local community and at regional/national cultural learning networks
- To contribute to new fundraising initiatives, new income stream opportunities and to contribute to the evaluation of projects for funders
- To maintain an up-to-date awareness of the subject area, educational/industry advances, and personal and professional development

### **Financial**

- Operationally managing the spend of specific budgets set by the Associate Director (Creative Learning).
- Sourcing quotes, recording petty cash, raising purchase orders, ordering of supplies and services in accordance with budget provision, chasing, processing and filing invoices including updating records of expenditure.

### **General**

- To attend training courses and development opportunities as required

- To work within, promote and comply with current legislation and Hull Truck Theatre's policies and practices, including on Equality, Inclusion, Safeguarding and Health & Safety both in the delivery of services and the treatment of others and ensure adherence to these policies by freelance workers
- The Health and Safety at Work Act and other associated legislation places responsibility for the Health and Safety of all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the company's Health and Safety Policy.
- To promote, develop and comply with the theatres Green policy practices to lessen the environmental impact of Hull Truck Theatre
- Play an integrated role in the company through pro-active and regular communication – both formal and informal - with other staff
- All employees are expected to take positive action to promote Equal Opportunities in all aspects of the work of Hull Truck Theatre
- The above duties may involve having access to information of a confidential nature that may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times
- Occasional travel to performances outside Hull, or rehearsals in London or elsewhere as required
- To always act in the interests of Hull Truck Theatre
- Complete any other delegated task that may assist the Company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

### **Person specification:**

#### **Essential**

- At least two years' experience of devising, developing and delivering drama projects for young people and/or adults in a theatre, education or community setting
- Experience of delivering co-creation projects (activities in which the creative process is shared between practitioner and participants, rather than a teacher/student relationship) with a range of groups.
- Skills in time management and an ability to manage multiple projects
- An understanding of contemporary theatre and drama practice
- The ability to work with initiative, flair and creativity
- Good organisational and communication skills
- The flexibility to get the best from participants with a wide range of needs and backgrounds
- The ability to liaise with external organisations and relevant groups;
- Administrative skills, including basic computing and database skills, report writing, and other requirements of project planning, delivery and evaluation
- Flexibility and willingness to embrace change
- Excellent team worker, supporting the work of colleagues as well as inviting support and input in return
- Knowledge of safeguarding issues, particularly in relation to vulnerable young people

#### **Desirable**

- Experience of working in a producing theatre
- Full clean driving license
- Experience of working with young people and adults with learning disabilities
- Trained Arts Award Advisor
- Proficiency in the use of Word, Outlook and Excel and willingness to learn other computer packages used by the theatre

**Terms and Conditions:**

- This is a permanent, full-time post working 37.5 hours Tuesday to Saturday with 30 minutes/1 hour unpaid for a food break.
- There will be regular evening and weekend work and some work away from base. The post-holder will be expected to offer reasonable flexibility in their working arrangements where it is considered necessary to undertake the duties they have been employed to perform.
- The salary after completion of probation will be £19,000 - £21,000 per annum, starting salary to be agreed. This will be paid monthly in arrears. Annual Pay Review happens each April, first review for this post will be April 2022
- No overtime is payable although time off in lieu (in accordance with the theatres TOIL policy) for additional hours will be given if approved in advance with the Line Manager.
- There is a 3-month probation period during which time the notice is 1 month Upon confirmation of appointment after successful probationary period, the employee is required to give 2 months' written notice to the company and the company will give 1-month written notice to the employee. After 4 years' service 1 additional week's notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.
- Holiday – 28 days per annum (including public holidays) rising by 1 day per every complete year worked, to a maximum annual holiday entitlement of 33 days including public holidays. Pro rata part time working. The theatre is open over Christmas/New Year (except Christmas Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.
- Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.
- Hull Truck Theatre operates an auto enrolment pension scheme through Now Pensions. Further details are available.
- Staff are entitled to tickets for shows, subject to particular conditions and discount at the theatre's catering operations.
- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- Hull Truck Theatre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to the post holder having a valid Enhanced DBS Certificate.
- The candidate's contract of employment with Hull Truck Theatre does not come into force until the first day of work
- Flexible working requests welcomed.
- Hull Truck Theatre is a Disability Confident Employer.

**Inclusion and Equality:**

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

**Environmental sustainability**

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

Deadline for applications is 10am Wednesday 20<sup>th</sup> October

Interviews will be held Wednesday 27th October

Estimated start day will be ASAP

## **Background Information**

### **Hull Truck Theatre**

#### **OUR MISSION**

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

#### **OUR VISION**

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

#### **OUR VALUES**

We are committed to our core values of Inclusion, Innovation and Integrity. Led by these values we are:

- **Creative and Collaborative,**
- **Imaginative and Inspiring,**
- **Accessible and Relevant,**
- **Resilient and Sustainable.**

*“We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity.”*

**Mark Babych, Artistic Director**

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (The Heron – 459 seats and The Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull’s local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We’re delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.

In 2022 we celebrate 50 years of Hull Truck Theatre. We're doing this by focusing on the thing that makes Hull Truck Theatre magic – the people. Without our supportive audiences, generous funders, talented artists, passionate participants and dedicated staff, this theatre wouldn't have kept its place at the heart of Hull's creative core for half a century.

We'll be taking a look back at the journey since 1972 to the present, but also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

**If you would like this application form in any other format such as large print or on a different colour background, please contact [admin@hulltruck.co.uk](mailto:admin@hulltruck.co.uk).**

