

Bentham Youth Theatre: Co-ordinator

Job Description

This is a short term free lance position for some one with an enthusiastic interest in community theatre and a willingness to work with and motivate young people. It is partly an arts administration and partly a hands -on drama facilitating post.

Position:	Youth Theatre Co-ordinator.
Hours:	3-6 per week depending on whether workshops are included from November 2006 to mid April.
Pay:	£8 per hour for co-ordination, £20 for workshops
Responsible to:	Pioneer Projects (Looking Well) who are providing management services for Bentham Theatre Group (BTG) Committee.
Terms of Employment:	Freelance, direct work with children will be conditional on the post holder being authorised by Pioneer Projects for work with children under its Child Protection Policy

Overall Aim.

The purpose of the post holder is to initiate and work with others to interest, encourage and involve local young people in theatre group activities and productions. An established nucleus of enthusiastic younger children (4 years to 12 years) meets regularly and the need now is to focus on developing interest amongst 13 year to 18 year olds. The outreach Education Director from the Dukes Theatre in Lancaster is involved to give professional support to the local coordinator and the project.

Key areas of responsibility.

- Liaising closely with BTG and Dukes Theatre personnel.
- Marketing the project locally and contacting potential users.
- Compiling a data base of interested young people.
- Booking venues and session leaders.
- Ensuring appropriate equipment is available and session leaders are briefed.
- Integrating younger children with the older ones where/when appropriate and beneficial.
- Developing a programme of suitable opportunities and activities to prepare young people to perform in a) BTG productions and b) productions of their own.
- Assisting in the marketing and administration of events.
- Keeping accounts, records, monies and other required data and prepare simple reports as necessary.
- Liaising and networking with other local groups to identify and collaborate in mutually beneficial activities where appropriate.
- Leading, co-leading or supporting workshop sessions when appropriate or necessary.
- Ensuring the youth theatre adheres to all child protection policies and procedures of Pioneer Projects and the Bentham Theatre Group

<p>BENTHAM THEATRE GROUP</p> <p>PERSON SPECIFICATION</p>
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Youth Theatre Co-ordinator

Required

Able to use computer and software for publicity, email, reports etc
Good organisational and time-management skills
Effective oral communication and interpersonal skills
Ability to work well with colleagues and contribute to effective team working
Initiative to resolve issues / queries
Flexible approach to work
Demonstrable commitment to equality of opportunity at work
Demonstrable commitment to a healthy and safe working environment
A creative, imaginative, energetic and inspiring way of working

Desirable

Intermediate qualifications (eg GCSE Standard or equivalent)
Theatre or community work training
Previous experience in an administrative role
Previous experience working with children and/or young people

Please print the following job application form and send to Denise Henshaw @ Pioneer Projects (Celebratory Arts) Ltd, 32-34 Main Street, High Bentham, Lancaster, LA2 7HN. Closing date 20.10.06 but applications up until 7 November still considered.

BENTHAM THEATRE GROUP

JOB APPLICATION FORM

Please write in capital letters in black ink.

Post applied for: **YOUTH THEATRE CO-ORDINATOR**

PERSONAL DETAILS:

Full Name/Title:	
Address:	
Home Tel:	
Work/Day Tel:	
Mobile:	
Date of birth:	
Do you hold a current driving licence?:	
Do you own a car?:	

EDUCATION (INCLUDING FURTHER/HIGHER EDUCATION):

Secondary school/college/university:	Examination taken/to be taken and date:

PREVIOUS EMPLOYMENT (CURRENT IF APPLICABLE FIRST):

Dates:	Title:	Name and Address of previous employers:	Reason for leaving:

VOLUNTARY/UNPAID ACTIVITIES:-

Time input:	Position held:	Organisation:	Brief details of duties:

RELEVANT EXPERIENCE:-

Please read the Job Description and Person Specification carefully, then describe how your knowledge, skills and experience relate to this post. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training.

Please give the name and addresses of two referees (not relatives). If you are in, or have just completed, full time education, one referee should be from your College/University.

Name:		
Address:		
Position held:		
Telephone:		

May your referees be contacted prior to interview? **Yes/No**

Declaration:

This document is subject to medical clearance and to national procedures for the disclosure of criminal background of those with access to children, which will be checked by the Criminal Records Bureau.

I confirm that the information I have provided is correct:-

Signed:**Date:**

This application should be completed in full and returned, together with a letter of application addressing any issues identified in the information provided, to the address indicated by the specified date.