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**Youth Theatre Director: Job Pack**

Thank you for your interest in the above post and in working for Freedom Studios. This job pack contains details of the post and some general information about our organisation. You can also find out more about Freedom Studios on our website - www.freedomstudios.co.uk.

**HOW TO APPLY**

Please send your CV and a covering letter explaining why you’re interested and how your skills, experience and knowledge match the person specification and job description to:

Steve McCabe c/o steve@freedomstudios.co.uk

Or by post to Freedom Studios, 7 Manor Row, Bradford BD1 4PB

If you would like to have an informal discussion about the role before making an application, please contact Aisha Khan, Co-Artistic Director, email: aisha@freedomstudios.co.uk

Deadline for applications: 16th March 2018

Interviews will take place: w/b 26th March 2018

Freedom Studios is committed to equality and diversity and particularly encourage applicants of BAMER background and those with disabilities.

Please fill in the Equal Opportunities Monitoring Form and send in with your application.

I look forward to receiving your application.

Yours faithfully

Steve McCabe

General Manager

**Job Description & Person Specification:**

We are looking for an experienced Youth Theatre Director who is passionate about the personal, educational, creative and social development of young people and who is able to deliver, develop and coordinate Freedom Studios Youth Theatre and workshop delivery in schools in Bradford.

The Youth Theatre Director will play an essential role in delivering the vision for work with young people as set out by the Artistic Directors.

**Post:** Youth Theatre Director

**Reporting to:** Aisha Khan, Co-Artistic Director

**Responsible for:** Youth Theatre Facilitators, Associate Artists and Practitioners

**Salary** £15,300 for 24 hours/3 days pw (£25,500 FTE)

(Saturday working involved)

33 days holiday per annum pro rata (inc Bank Holidays), i.e. 20 days. Two-year fixed term contract with a probationary period of 3 months with the possibility of an extension to March 2022.

**Base:** Bradford and some regional and national travel.

**Please note:**

Flexibility regarding working hours will be required, and the role will include evening and weekend commitments. Appropriate time off in lieu will be allocated at the discretion of the Co-Artistic Director.

**Key Responsibilities:**

**Delivery and Artistic Vision:**

*The Youth Theatre Director will work closely with the Co-Artistic Directors to support the ambitions of the Youth Theatre and schools.*

* With the Co-Artistic Director develop, plan and deliver workshops in schools and Youth Theatre including end of year productions with young people (live and/or digital).
* Direct / facilitate a high quality work that is inclusive, relevant and artistically exciting and are suitable for a broad age range and backgrounds.
* Implement the education strategy as set out by the co-artistic directors as well as contributing to the creative vision and artistic policy in relation to school/young peoples work.
* Provide a strong artistic vision for all the groups.
* Empower participants to make creative decisions and produce high quality work which has their needs and interests at its heart.

**Management and Administration:**

*The development and sharing of good practice will be an important part of this.*

* Recruit, support/manage freelance practitioners, including workshop leaders.
* Train and develop assistants to support all young peoples activity.
* To ensure that procedures to monitor attendance and progress of individual members are followed.
* Ensure that there is clear communication with parents/carers/guardians/

teachers.

* To be an excellent role model to young people and oversee pastoral care support as needed.
* To be responsible for administration duties that arise from the post.
* Establish and maintain a Youth Board who will be consulted on the strategy and management of the Youth Theatre and Freedom Studios’ work.
* Work within project budgets set by the Co-Artistic Directors and General Manager and to comply with the company’s financial procedures.
* To ensure compliance at all times with the Freedom Studios’ Equal Opportunities, Child Safeguarding and Health & Safety policies and practices
* With the General Manager ensure that all staff working with young people are DBS checked as well as the core FS team.

**Education and Development:**

* To keep abreast of local, national and international developments in youth theatre including the National Association of Youth Theatres.
* To have a strong working knowledge of the national curriculum and developments in education and Youth Theatre Networks both locally and nationally.
* To liase with IVE (ACE Bridge Organisation) and Local Cultural Educational Partnerships (LCEP’s) in developing Freedom Studios’ commitment to developing opportunities for young people to experience and participate in the arts.
* To continue to develop partnership working with other like minded companies in the region.

**General Duties:**

*The following responsibilities are shared by all staff members at Freedom Studios:*

* To work for the benefit of the whole organisation
* To represent and be an advocate for the work of the organisation.
* To comply with all Freedom Studios’ policies including Equal Opportunities, the Creative Case for Diversity, Health & Safety, Environmental Policy and other policies included in the Staff Handbook
* To attend regular staff meetings and other departmental meetings that may be arranged.
* To keep up to date with the activities of the organisation.
* Undertake additional duties as may reasonably be required.

**Essential:**

* Degree (arts/education) and with professional experience of workshop delivery and planning.
* Ability to work confidently with young people of all ages and abilities.
* Project Management skills, especially time management and prioritisation skills.
* Experience in drama workshop facilitation.
* High level of interpersonal skills and the ability to work within a team.
* Ability to work within an agreed budget
* Ability to contribute to the creative vision of FS
* Excellent written and communication skills.
* Good general IT skills inc. Microsoft Word and Excel
* Flexible working hours.

**Desirable:**

* Knowledge of Bradford and surrounding area
* Experience of managing and supporting other staff and artists
* Experience of digital art production, which may include producing live events for digital platforms, multi-media, video or audio production and editing.
* Good artistic network/knowledge of facilitators
* Willingness to share skills
* Knowledge of working in a regional theatre company
* DBS check
* Current First Aid Qualification

Freedom Studios: February 2018