



NEW VIC

**Youth Theatre Assistant
Information Pack**
November 2024

Welcome

We are seeking a Youth Theatre Assistant to assist with our busy Education programme. You will be responsible for looking after the general welfare and safety of young people.

This is an ideal opportunity for someone who has an interest in Drama and working with young people, to assist the Education Practitioner in running workshops and developing their own leadership skills.

Due to the nature of our business, this role is offered on a casual contract and you will be offered work as required. This will include evening and weekend work.

The Youth Theatre Assistant role is subject to an Enhanced DBS check.

The deadline for applications is **Friday 6 December at 10am.**

Interviews will be held on **Wednesday 18 December.**

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email at recruitment@newvictheatre.org.uk.



General Education Department Information

The New Vic Theatre is a non-profit organisation. The theatre has an auditorium with an overall seating capacity of 605, a small Studio Theatre, a Café, bar and shop.

Alongside the main house programme, the theatre has an active Education department and Borderlines Outreach department reaching over 150,000 people a year, as well as Appetite, an Arts Council England Creative People & Places programme.

New Vic Education exists to provide high quality learning and participatory opportunities through theatre and drama. Our offer to young people and the wider programme allow us to make a difference across our whole community. We are committed to partnership working and have on-going relationships with other arts and education providers, such as the RSC and Keele University. As well as our extensive offer to younger people and schools, we also have a resident Elders' Theatre Company, Ages and Stages.

The department's permanent core staff are the Head of Education, Education Practitioner and Department Deputy, Administration and Project Manager, Youth Theatre Director and Education Practitioners. The team also employ chaperones to support their regular groups, as well as freelance practitioners and creative specialists that work on a project by project basis.



Youth Theatre Assistant Job Description

Responsible to: Practitioner

At the New Vic our artistic, craft and creative teams are making theatre every day. Our Youth Theatre offers young people the opportunity to work with professionals to develop performance skills, build confidence and work creatively with other young people. As well as bringing scripts to life and performing pieces of original, devised theatre, attendees can learn about the roles behind the scenes and have expert support.

The New Vic recognises that the children/young people may gain wonderful life experiences by being part of our Youth Theatre and we are looking for a Youth Theatre Assistant to be part of the programme. As part of this dual role you will be responsible for ensuring the health and safety of the groups, encourage any young aspiring practitioners and ensure that the experiences of those taking part are safe and rewarding.

Responsibilities

The Youth Theatre Assistant is responsible during Youth Theatre rehearsals and performances for looking after the general welfare and safety of the children/young people. The Youth Theatre Assistant acts in place of a parent and their primary duty is to ensure the health and safety of all children in their care, whilst ensuring no child is discriminated against.

The Youth Theatre Assistant is subject to an Enhanced DBS check.

The Youth Theatre Assistant will take seriously any concerns they may have and follow the New Vic's Safeguarding Policy and Procedures and Health & Safety procedures, reporting any issues

they may have. In brief, this means reporting any concerns to the Lead Practitioner.

The Youth Theatre Assistant is in a position of trust regarding the children in their care and as such, abuse of a position of trust in respect of young people under the age of 18 is considered an offence under the Sexual Offences Act 2003.

General Duties

- To work with the Youth Theatre Practitioner in the planning and delivery of Youth Theatre workshops and rehearsals.
- Under supervision of Practitioner lead elements of Youth Theatre workshops and rehearsals.
- Assist the Practitioner to support members who have additional needs or have access requirements.
- Debrief with the Practitioner after the sessions on the activities and development of the work.
- Assist in gathering feedback and evaluation from participants.
- Take a leading role in the supervision of Youth Theatre members, including signing in and signing out members at the start of each workshop/rehearsal and assisting in the registering of Youth Theatre members at the start of each term.
- Be familiar with the risk assessments for the groups and rooms in the building and evacuation procedures.
- Be aware of the names of appointed first aiders, location of the first aiders and the first aid equipment.
- Have good knowledge of safeguarding and keep up to date with New Vic Theatre's safeguarding policies and procedures.

General Duties continued

- Record any injury in the accident report book and ensure that the adult picking up is made aware of any situations that have occurred.
- Assist in keeping the participation forms up-to-date and check that information is up-to-date and correct, including medical needs and media permissions.
- Always operate within New Vic's operational guidelines.
- To keep the personal information and data of participants confidential and only disclose to authorised personnel.

Other

- Work collaboratively with team members and other colleagues to meet the companies aims and objectives.
- Attend training as required.
- Comply and contribute to all company policies and procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Contribute towards making the New Vic a more sustainable organisation and improving environmental performance.
- Be an advocate of the theatre and act always in the best interest of the New Vic.
- Duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.
- Any other duties as may reasonably be required 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.



Person specification

These are the qualities we are looking for in our Youth Theatre Assistant.

Essential Criteria

- Primary responsibility is to ensure the welfare and supervision of the Youth Theatre members.
- Current Enhanced DBS check.
- Have an interest in working with young people and working with them to develop their drama skills.
- Experience of working with young children.
- Have a basic understanding of emergency first aid treatment.
- Ability to work evenings, weekends and flexible working hours.
- Excellent time keeping.

Desirable Criteria

- Current Chaperone Licence.
- Have a basic understanding of Health and Safety regulations.
- Willingness to undertake further training as required.
- Interest and knowledge in theatre.



Youth Theatre Assistant Terms and Conditions

Contract

This role is offered on a casual contract and will include evenings, weekends and flexible working hours.

Pay

Payments will be made weekly at a casual staff rate of £40.04 (for up to 3.5 hour session).

Hours of Work

As a casual employee you are not guaranteed a minimum number of hours per week. Your hours will be scheduled in advance by the Head of Education.

Our Youth Theatre workshops are within school term times either after school or on Saturday mornings. You would be required to work between 2:00-4.5 hours.

Sessions are typically 4.30-6.00pm on Wednesdays, 4.30-8.15pm on Thursdays (two back to back sessions) and 10am-12.15pm on Saturdays (two back to back sessions). You will be required at least 15 mins before and after each session.

Holiday Entitlement

Holiday pay is calculated at the rate of one eighth of the total earnings for each week and paid weekly.

Sickness

If for any reason you are unable to attend work due to illness, you must inform the Education Department as soon as possible on the day that you are scheduled to work.

Notice Period

If you wish to terminate your employment with the New Vic Theatre, two week's notice is required. Similarly, the New Vic will give you two week's notice if we wish to terminate your employment.

General

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration. This role is also subject to a current Enhanced DBS check.

Work Location

The role will be based at the New Vic Theatre.

*'Staffordshire's New Vic proves what a regional theatre
with ambition and imagination can do'.
The Guardian*

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification to recruitment@newvictheatre.org.uk using the subject line Youth Theatre Assistant, or post them to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire ST5 0JG.

The deadline for applications is **Friday 6 December at 10am.**

Interviews will take place on **Wednesday 18 December.**

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).





New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire
Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic
Theatre operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council
and Staffordshire County Council.