

Youth Theatre Manager (New Post)

Thank you for your interest in this position. In this pack you will find:-

- How to apply
- Company information
- Job description
- Person Specification
- Equal Opportunities Policy (Attached)
- Equal Opportunities Monitoring Form (Attached)

How to apply

Please email your CV and cover letter outlining why you are suitable for this position to Abigail Harte, Administrator (maternity cover), admin@strangetown.org.uk

Please also include the names and email addresses of two referees and a completed Equal Opportunities Monitoring Form (optional).

Application deadline: 5pm Friday 10th December 2021

Interviews: Thursday 16th or Friday 17th December 2021

Anticipated start date: w/c 10th January 2022

Company Information

Strange Town is a performing arts company for 5-25 year olds that aims to foster creativity, nurture talent and increase access to opportunities in the arts to young people across Edinburgh. Launched in 2008 by Steve Small and Ruth Hollyman, Strange Town strives to create work of the highest quality; to provide access to children and young adults of all backgrounds; and to provide training and mentoring, whether as part of a pathway into the arts as a career or simply to improve life skills.

The company offers weekly youth theatre classes and holiday courses for 8-18s at its base in Leith (multi arts space Out of the Blue) and drama projects to schools throughout Edinburgh. It also runs a young company for 18-25 year olds and a young actors' agency that puts its members (aged 5-25) forward for professional film, TV and theatre work. The company stages regular performances of new writing by young, emerging writers in Edinburgh's leading arts venues. Pre-pandemic Strange Town worked with 300 young people every week in term time. The company also offers paid and voluntary work to young writers, directors, performers, designers, drama tutors, stage managers and administrators.

Job Description

Job Title: Youth Theatre Manager

Reporting to: Steve Small, Creative Director

Terms of employment: Full-time, fixed term 12 months

Salary: £22,000 p.a.

Hours of work: core hours of 10am-6pm Monday to Friday plus, during term time, delivery of 2 youth theatre sessions per week, 6pm – 8pm, with flexibility to allow for delivery of specific events. The company will provide you with time off in lieu of any overtime in excess of 35hours per week.

Location: The post will be based in Strange Town's office at Out of the Blue, 36 Dalmeny St, Edinburgh EH6 8RG or working from home (Covid guidance dependent).

Holiday: 28 days per year (this includes public holidays)

Notice period: 1 month

References: Appointment to the post will be conditional upon receipt of satisfactory references

Purpose of the job

To support the work of Strange Town's Youth Theatre in a leading role including: maintaining the existing cohort of Youth Theatre participants; ensuring the efficient running of all Strange Town youth theatre groups; actively seeking to recruit young people from all backgrounds and be an integral part of the Strange Town artistic team responsible for the output of Strange Town Youth Theatre.

Key tasks and responsibilities

Manage, maintain and develop the work of Strange Town Youth Theatre in dialogue with the Creative Director and work closely with the members of the Strange Town artistic team.

To lead and be the main contact point for the Strange Town Youth Theatre freelance team.

Develop, plan and deliver Youth Theatre work which connects to the artistic vision of Strange Town and enables the creative voices of young participants to be expressed and heard.

Lead two of the weekly Strange Town Youth Theatre groups and direct related productions at various venues throughout Edinburgh.

Work closely with the administrator to ensure the effective administration of Strange Town Youth Theatre and timely communication with parents, guardians, carers and members along with the maintenance of records in line with Strange Town's Data Protection Policy.

Carry out administrative duties including contracting freelancers and general correspondence with the freelance team relating to the Youth Theatre.

To assist the Creative Director with the delivery of the Young Company.

Act as an advocate for young people and for the work of Strange Town Youth Theatre both internally and beyond the organisation.

Implement the company's access policy to identify and enable Youth Theatre participants to receive support with specific needs, ensuring that our offer is accessible for all.

Co-ordinate regular theatre visits for Youth Theatre members to see productions at Edinburgh theatre spaces.

Deliver training and provide support to Youth Theatre staff where appropriate. To attend relevant training.

Ensure that all Youth Theatre sessions are carried out in a safe environment and in accordance with the Health & Safety policy of Strange Town. Lead on writing risk assessments for Youth Theatre sessions and ensure that these are updated regularly.

Promote awareness of Strange Town's Child Protection Policy and monitor compliance amongst staff and freelancers.

Devise, create and maintain systems (such as a Youth Theatre Forum) by which Youth Theatre participants' needs, suggestions and voices are listened and responded to.

Ensure that all Youth Theatre projects and productions are delivered to the highest standard, on schedule and within budget, as agreed with the Creative Director. Liaise with the Design and Production Manager to facilitate Strange Town Youth Theatre productions.

Seek out and maintain relevant networks amongst organisations and individuals both locally and nationally, representing Strange Town as appropriate.

As part of the artistic team contribute to planning, scheduling and marketing of all Strange Town Youth Theatre performances in various venues.

Undertake any other duties which may be reasonably requested, including contributing to wider Strange Town Youth Theatre projects and activities such as Holiday projects and community productions, as required.

The Youth Theatre Manager role is a member of the artistic team which includes the Creative Director and the Design & Production Manager.

Person Specification

Experience

Candidates will ideally have worked in a youth theatre environment, as a workshop leader/director and will have previous administration experience, preferably in the creative industries. It is expected you will be a current member of the PVG scheme, or be eligible to join.

Essential Skills

- Experience of and enthusiasm for working with young people in a youth arts setting
- Experience of leading drama workshops
- Experience of directing youth theatre productions
- Ability to prioritise and be highly organised
- Ability to direct, plan and balance own workload
- Ability to work methodically and accurately
- Ability to manage multiple tasks and work under pressure
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Proficient in Microsoft Office and familiar with Mac computers
- Strong attention to detail
- Ability to take initiative
- Motivated, reliable and responsible

Desirable Skills

- Experience of managing/proven ability to work as part a small team
- Personable with a can-do attitude
- Organised and calm manner
- Up to date understanding of child protection procedures and systems
- Experience of basic financial administration