



Watford Palace Theatre

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JOB DESCRIPTION

Post: Saturday Youth Theatre Leader – Palace Youth Theatre

Reporting to: Participation and Engagement Producer

Main Purposes of the Job

To lead weekly sessions, for the 7 – 11 and 11 – 14 age groups, for the Palace Youth Theatre, for the duration of the Autumn 2017 term

To prepare each group to present an informal sharing of work at the end of the term.

Principal duties and responsibilities

You will carry out the following duties and others that may be reasonably required:

1. Leading Palace Youth Theatre Sessions

- 1.1 Prepare and deliver sessions appropriate for 7 – 11 and 11 – 14 age groups on Saturdays, during term time
- 1.2 Prepare each group to present an informal sharing at the end of term
- 1.3 Ensure that the sessions cater to a range of abilities and skills and are differentiated appropriately
- 1.4 Ensure all sessions are delivered in line with Watford Palace Theatre's safeguarding practices
- 1.5 Attend sharings and other theatre outings as required
- 1.6 Maintain close communication with Watford Palace Theatre's Participation and Engagement Producer, Resident Director for Participation, and Participation team regarding resources, administration and any questions or concerns about participants
- 1.7 Maintain close communication with the Participation Assistant who will assist during the sessions and provide administration support
- 1.8 Communicate any questions or concerns about the Youth Theatre Groups immediately to a member of the Participation team

Palace Theatre Watford Limited is a company limited by guarantee
Reg no. 3218719

Registered in England at 20 Clarendon Road, Watford WD17 1JZ

Registered as a Charity no. 1056950



Skills and Experience:

Expected

- Experience in leading drama workshops with young people in a range of ages (minimum 3 years)
- Experience of working with young people with a range of skills and abilities
- Experience of working with young people from a range of backgrounds
- Experience of catering to the different needs of young people in a youth theatre setting
- Experience with working with groups and managing group dynamics
- Strong communication skills and the ability to manage and develop individuals
- Ability to work autonomously

Term Dates

Saturday 30th September – Saturday 9th December 2017
(excluding Saturday 28th October)

Class Times

9.45am – 11.30am: 7 – 11 years

11.45am – 1.30pm: 11 – 14 years

TERMS

Fee:	A fee of £1500 will be paid for the work during the term, to cover planning, preparation and session delivery
DBS:	The successful candidate will need to hold a current enhanced DBS check or be willing to undergo one
Closing date:	Please send a CV and covering letter to participation@watfordpalacetheatre.co.uk by midday on Fri 31 st August.
Interviews:	interviews for the position will be held on the w/c 11 th September
Start Date:	Wednesday 27 th September for initial meeting and contract signing