

PACE THEATRE COMPANY

Senior Drama Practitioner Job Description

Responsible To

Artistic Director

Salary

£12,000 per annum
(£20,000 FTE)

Hours of Work

22.5 hrs per week (0.6 FTE)

Holidays

5.6 weeks per annum
(including bank holidays)

Contract

The contract is for a part-time post for a fixed term period of 12 months. Hours per week may vary and will be annualised across the length of the contract, giving a total of 1,044 hours to be worked over the year (excluding holidays).

Purpose of the Post

To deliver high quality arts experiences to young people in a range of contexts.

Responsibilities

- Plan and deliver youth theatre workshops for a variety of age groups.
- Plan and deliver fest events for a variety of age groups
- Plan and deliver schools workshops.
- Plan and deliver additional workshops for specialised targeted groups.
- Contribute to wider planning for PACE activities.
- Take part in sector activity and additional training where possible to stay connected to sector best practice.
- Mentor and support Workshop Assistants' contribution to activities

General Duties

The following responsibilities are shared by all staff members of PACE:

- To work for the benefit of the whole organisation
- To act as an ambassador for PACE to the wider community.
- To comply with all PACE policies including Equal Opportunities, Health & safety and other policies
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required

Person Specification

Knowledge, Experience, Skills and Qualifications

- Experience of delivering arts activity for young people in a range of contexts (workshop delivery, training and directing)
- Excellent interpersonal and customer service skills
- Ability to show initiative and come up with new ideas
- Ability to build trust and rapport with people from diverse backgrounds
- Knowledge of good practice relevant to working with children and young people (e.g. child protection, health and safety, data protection)
- Ability to listen to and engage with young people in a meaningful way
- Aptitude for thinking creatively around removing barriers that inhibit young people's participation in the arts

Personal Qualities

- Excellent communication, interpersonal & presentation skills.
- Ability to prioritise and work under pressure.
- Resilience and patience
- Passionate about young people and the benefits of their involvement in the arts
- Happy and able to work some evenings and weekends

Other

- PVG checked
- Right to work in the UK
- Current clean driving licence preferred

Benefits

- Employer pension contributions of 5%.
- Free participation in most PACE activities for children of employees.