

# Youth Theatre Leader

## **SOUTHEND THEATRES**

Job Description  
Person Specification

May 2019

---

[southendtheatres.org.uk](http://southendtheatres.org.uk)  
[hqtheatres.com](http://hqtheatres.com)

**hq**  
**THEATRES &  
HOSPITALITY**  
The UK's premier provider of  
live entertainment and hospitality

# Youth theatre Leader

## JOB DESCRIPTION

### INTRODUCTION

HQ Theatres & Hospitality (HQT&H) is a division of Qdos Entertainment Ltd.

Qdos Entertainment is wholly owned by husband and wife entrepreneurs, Nick & Sandra Thomas. Nick created Qdos Entertainment in 1999, and remains Chairman of the company, which is now one of the largest, broad-based entertainment Groups in Europe.

Rooted in family entertainment and traditional values, Qdos Entertainment has grown both organically and through a steady 'buy & build' strategy, by acquiring businesses that complement the original model, managed by a highly experienced management team.

Qdos Entertainment, via its wholly owned subsidiary HQ Theatres & Hospitality, has a proven track record of successfully managing and operating theatres and other cultural venues, and is the UK's second-largest regional theatre and concert hall operator.

The current portfolio of 11 venues include: The Cliffs Pavilion, Southend; The Palace Theatre, Westcliff; G Live, Guildford; The Lyceum Theatre, Crewe; Wycombe Swan, High Wycombe; The Wyvern Theatre, Swindon; The Arts Centre, Swindon; The Beck Theatre, Hayes; The White Rock Theatre, Hastings; The Orchard Theatre, Dartford, The Colosseum, Watford, and from April 2016 The Churchill Theatre, Bromley.

The Company also operates an extensive range of hospitality and accommodation environments, including restaurants, cafés, bars, coffee shops and boutique hotel rooms under the brand HQ Collection. The company's freehold restaurants and accommodation businesses include the award-winning Copper Horse Restaurant and Cottages; The Mayfield Pub, Carvery and Rooms in Seamer and The Plough Pub, Restaurant & Rooms in Scalby, near Scarborough.

### SENIOR MANAGEMENT STRUCTURE

Chairman: Nick Thomas

Group Chief Executive Officer: Paul Parnaby

Chief Financial Officer: Jim Parry

Chief Executive Officer, HQT&H: Julian Russell

Group Marketing Director: Ian Wilson

Operations Director, HQT&H: Alvin Hargreaves

**Southend Theatres Ltd.** is managed by the Theatre Director, **Ellen McPhillips**

### LOCATION OF BUSINESS

HQ Theatres & Hospitality Limited has its headquarters office in Drury Lane, London.

The post holder will be based at **Southend Theatres**. The post holder's approved travel and other out-of-pocket associated costs will be reimbursed.

### EQUALITY OF OPPORTUNITY

Qdos Entertainment Limited is committed to being an equal opportunities employer. The aim is to ensure that all employees are treated equally and are employed solely on the basis of their ability and potential to do the job, regardless of their race, colour, gender, sexuality, disability, age, religion or beliefs.

# Youth Theatre Leader

## JOB DESCRIPTION

### REPORTING

The Youth Theatre Leader reports to the Community and Education Manager.

### PURPOSE OF THE POST

Under the overall direction of the Community and Education Manager, to provide and deliver *Total Palace* Youth Theatre Group services on behalf of Southend Theatres Ltd. *Total Palace* is a specialist drama group for young people aged 13-18 with high functioning autism or Asperger's syndrome, so therefore knowledge and experience in these fields is essential.

### ACCOUNTABILITIES

Key Accountabilities of the Post are to:

1. The plan and deliver weekly drama and performing arts workshops during term time covering a range of skills including but not exclusively: improvisation, devising, physical theatre, movement, voice, singing, scriptwriting for young people aged 13-18.
2. To provide regular updates of *Total Palace* activity as required by the Community and Education Manager.
3. To deliver a complete work in the theatrical style agreed with the Community and Education Manager for the group who are aged between 13 and 18 and to co direct, cast and promote small scale Youth Theatre productions as required.
4. To ensure registers, contact details and monies are carefully managed and maintained, always liaising with the Community and Education Manager.
5. To locate and provide suitable and adequate cover in the event that you are unable to attend for any part of the agreed dates and times. To agree cover arrangements with the Community and Education Manager in advance.
6. In liaison with the Community and Education Manager, to arrange and facilitate productions and performances. The Community and Education Manager reserves the right to have the final decision regarding audition process and selection of the group and performance content.

### OTHER DUTIES AND RESPONSIBILITIES

The post holder will:

- a) Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.

- b) Dress in accordance with Company uniform policy and wear protective clothing as issued, if applicable.
- c) Attend meetings as required.
- d) Undertake any relevant training and development that may be required and keep abreast of developments in his/her field of expertise.
- e) Hold adequate valid insurance with respect to legal liabilities for injury to persons of the public and to be in possession of an up to date Disclosures and Barring Services certificate (DBS).
- f) Carry out any other duties as required from time to time, taking into consideration the grade of the post and the capabilities of the post holder.

# Youth Company Leader

## PERSON SPECIFICATION

### Desired:

- Minimum of 2 years' experience working with students with Autism and Asperger's Syndrome within a drama teaching setting.

### Essential:

- Experience in facilitating practical Drama and Performing Arts workshops with young people
- Extensive knowledge of Autism and Asperger's Syndrome and the support needs of individuals with these conditions.
- Ability to progress young people in theatre making skills
- Excellent communication and people skills
- Self-starter and team player
- Discretion in handling matters of confidentiality
- Be comfortable in managing challenging behaviour
- Be creative, proactive and flexible in supporting young people with SEN.
- Experience directing young people for public performance
- Sound knowledge of safeguarding and good practice.

# Youth Theatre Leader

## **SOUTHEND THEATRES**

### Job Description Person Specification

I acknowledge receipt of, and confirm my agreement to, carry out the duties described in the attached job description. I understand it is current at the date shown and that, in consultation with me, it is liable to variation by management to reflect or anticipate changes in, or to, the job.

Signed

Date

[Post Holder]

Signed

Date

Southend Theatres Ltd.

May 2016