

# Youth Theatre Leader

## **SOUTHEND THEATRES**

Job Description  
Person Specification

August 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

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

Southend Theatres provides a stunning range of live entertainment, theatre and dining in our two venues, the **Cliffs Pavilion** and the **Palace Theatre**, in the heart of Southend-on-Sea.

**The Cliffs Pavilion** is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

**The Palace Theatre**, which opened in 1912, is a delightful Edwardian theatre retaining many features from its music hall origins, and includes The Dixon Studio located on the first floor. The studio is regularly used for a range of small-scale presentations including both amateur and professional productions, stand-up comedians and children's theatre.

**Employment type:** Part time - Term time only

**Salary:** £25 per session

**Hours:** Every Wednesday (term time only) 5:30pm – 6:30pm.

**Work location:** You will be based at Southend Theatres Ltd

**Purpose of the role:** 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.

## 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:

- 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.
- To provide regular updates of *Total Palace* activity as required by the Community and Education Manager.
- 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.
- To ensure registers, contact details and monies are carefully managed and maintained, always liaising with the Community and Education Manager.
- 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.
- 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:

- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.
- Dress in accordance with Company uniform policy and wear protective clothing as issued, if applicable.
- Attend meetings as required.
- Undertake any relevant training and development that may be required and keep abreast of developments in his/her field of expertise.
- 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).
- 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.

## 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.

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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.

August 2019