



Youth Theatre Coordinator - Job Information Pack

Toonspeak is seeking to appoint a **Youth Theatre Coordinator** to coordinate an inclusive, engaging and inspirational youth theatre and youth arts programme at Toonspeak, delivering excellent learning and performance opportunities.

This post operates as part of the Programme team within the company, working alongside the Outreach and Communications Officer under the line management of the Head of Programme and Creative Development. As such, we are looking for an organised individual with a combination of youth theatre delivery and programme coordination skills.

- € You will be a skilled and experienced programme coordinator
- € You will have a passion for supporting children and young people in the arts
- € You'll have significant experience of the Youth Theatre Sector
- € You will be an experienced youth theatre practitioner

You will need energy, drive, passion and enthusiasm to deliver this vital role within our team. In return we can promise you a hugely rewarding role in a forward-looking organisation.

About Toonspeak

We are a unique organisation offering a range of arts opportunities to young people (aged 0-25) with a focus on the performing arts, which is part of our DNA as a young people's Theatre organisation. Our young people are directly involved in the planning, design and implementation of our services. Our Board of Directors includes young people who are active members. We are recognised by funders and supporters for our excellent, authentic, Youth led practice.

We are proud of our heritage and the role we have played in enhancing the lives of young people and their families for over thirty years. Being a 'Toonie' is special to all the individuals who have been involved in the charity, both past and present.

We are passionate about our young people who are at the heart of everything we do. Performing Arts provide an exciting vehicle for us to engage with young people. Our holistic approach helps young people to grow and develop, increase their confidence and build their self-belief. Our caring and understanding approach helps improve their health and wellbeing. Our aim is to help support our young people to achieve success in their future lives. We are aspirational for our young people and want to inspire them to achieve their goals.

We are an accessible and inclusive organisation and make strong efforts to remove any barriers young people may face in accessing our services. This includes the provision of transport.

We are a creative and innovative organisation, always looking for opportunities to grow and develop our provision. Our strengths as an organisation became evident during the Covid Pandemic when we demonstrated our ability to be responsive and flexible, remaining connected to our community.

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Our Vision - To be a positive force for change in the lives of young people

Our Mission - To transform the lives of young people in Glasgow, by creating a nurturing and inspiring environment where they can connect and engage with the arts, allowing them to progress towards their own goals and aspirations

Our Values

We will demonstrate that we are living our values by:

Providing excellent **accessible** and **inclusive high-quality arts** opportunities for young people that enable our young people to **progress**

Adopt a **holistic approach** in our work with young people, **creating friendships** and **empowering them** to make positive choices

Developing our young people as **leaders, who** are authentically involved in strategic decision-making, planning, designing, and implementing our services

Demonstrating **passion, creativity** and **innovation** in all that we do

Maintaining a **vibrant, dynamic,** and **responsive** organisation

Showing that we **care** and **understand** our communities

Supporting, nurturing, and **caring** about our young people, staff, and volunteers as best we can

Demonstrating **honesty, transparency,** and **integrity** in all we do

Where we are now:

Our programme of weekly workshops and events is divided into three strands - INSPIRE, TRANSFORM and PROGRESS - designed to provide a golden thread of creative progression from cradle to adulthood. Activities include specialist workshops for participants with additional support needs and all are provided at zero cost, with free transport provided to meet our commitment to absolute equality of access.

Working closely with community partners and with sector peers and national bodies, Toonspeak has a wide network of connections and partnerships locally, city-wide and nationally. We wish to capitalise on this in our building-back strategy, expanding on the visibility afforded by our Creative Scotland RFO status to promote our work and the inclusion of young people in the wider creative sector.

This is a unique opportunity to join us and establish new areas of work, all with the support of a highly skilled and effective team and committed board.

Job Profile: Youth Theatre Coordinator

Reports to: Head of Programme and Creative Development

Salary: £27,444.12 per annum

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Hours of Work: 35 hrs (a 30-minute unpaid lunch break is added to each 7hr day), Monday-Friday. Evening and weekend work expected for this post. Whilst we do not pay overtime, we operate a flexible working system where TOIL is given for additional hours worked.

Base: Our office base is in Barmulloch, Glasgow, we are currently hybrid working with staff doing part of their work at home, part in the office to give staff the best possible life/work balance.

Transport: Due to the high SIMD areas where our work is based (where public transport links are poor) and the nature of this post, needing to be able to visit workshops across the North of the City, having access to your own transport is essential.

Holidays: 28 days per annum, plus 8 public holidays (pro rata).

10 days are fixed for our full Christmas and New Year office closure.

Role Purpose/Impact: Coordinate and oversee the delivery of the youth theatre and youth arts programmes at Toonspeak, providing management and guidance to pool of freelance staff.

Probationary period: 6 months

Duties and Responsibilities

- Coordinating a programme of youth theatre activity which provides inspirational and educational opportunities for young people
- Managing a pool of freelance drama practitioners engaged as tutors, workshop leaders, creative assistants to appropriately deliver Toonspeak's Youth Theatre programme
- Supporting the Outreach and Communications Officer in the recruitment and referrals of participants to Toonspeak
- Responsibility for the administration of Toonspeak's activity programme, including the booking of appropriate rehearsal, workshop and performance spaces
- Delivering high quality theatre workshops with participants as and when appropriate
- Work with partner organisations to achieve positive arts experiences for young people
- Responsibility for promoting youth theatre activity, events and performances externally
- Feeding into Toonspeak's social media platforms, other digital channels, and print media
- Writing Risk Assessments and overseeing health and safety within the class programme
- Overseeing talent development opportunities for young people with an interest in the arts
- Communicating with local schools and other education establishments to support Toonspeak's participant referral process.
- Working with teachers, arts education officers and practitioners to ensure that creative learning activity contributes towards local and national curriculum requirements.
- Contributing to an enthusiastic, positive work climate within the company, modelling behaviour as a champion of the company's vision, mission and values and contributing to organisational development
- Assisting in the preparation of reports, service planning and performance reviews
- Following guidelines, procedures and policies provided by the company in relation to financial management and personnel records.
- Budget management, monitoring and review within agreed delegated financial parameters
- Attending all internal and external meetings as required
- Attendance at Toonspeak events as required
- Complying with equality and diversity policy and practice, health and safety practices and principles and standards
- Undertaking other appropriate duties as required commensurate with the level and role of the job

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PERSON SPECIFICATION

Essential

- Relevant experience of working in an arts development or equivalent role in an arts organisation
- Considerable experience of working as a youth theatre director
- Experience of working with young people aged 0-25
- Experience in community-based participatory arts practice
- Experience of Child Protection and Safeguarding
- Excellent working experience of MS Office, WordPress, Social Media platforms, and other relevant computer programmes as required
- Experience of theatre production
- Knowledge and experience of socially engaged youth arts sector
- Experience of working in and building partnerships with other agencies including schools and cultural venues
- Experience of planning, delivering, monitoring and evaluating youth theatre projects, events and performances
- Educated to Degree level and/or relevant experience within the arts and theatre industry
- Excellent communication skills
- Experience of working within budget constraints
- Excellent organisational skills
- Ability to work independently and on own initiative
- Team player
- Attention to detail
- Ability to work well under pressure
- Flexible attitude to work
- Positive approach to work

This role involves regulated work with children and as such, the successful applicant will be required to register with the Protection of Vulnerable Groups (PVG) scheme (this will be processed by Toonspeak). You can find information about our projects and programmes on our website www.toonspeak.co.uk

How to Apply - please send the following:

- A letter of application, **maximum two sides of A4**, demonstrating how you meet the requirements of the role as laid in the job profile, specifically evidencing how you meet the required **knowledge, experience, skills and qualities** of the person specification.
- Your CV (separate from the application letter) including qualifications, work history and further training, **maximum of three sides of A4**
- The name and contact details of 2 referees. **Please note referees will only be contacted after the interview.**
- Confirmation that you are available for a face-to-face interview on **Monday 23rd October.**

We prefer applications to be sent as attachments by email, they should be sent to: lisa@toonspeak.co.uk and marked **Youth Theatre Coordinator**

Deadline for applications: 12 noon on **Wednesday 11th October 2023**
Interviews: **Monday 23rd October 2023**

Candidates invited to interview will be informed by close of business on - **Friday 13th October 2023**
We do not encourage contact from recruitment agencies in respect of this job role.

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Toonspeak is committed to and promotes equal opportunities, actively encourage and value diversity. We are committed to creating a diverse environment and all qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or educational background. We value diversity of thought, background, culture and perspective.