

## SCOTTISH YOUTH THEATRE WORKSHOP COORDINATOR

Responsible to:	Chief Executive Officer (CEO)
Salary:	£27,500 pro rata
Hours of work:	0.38 FTE (approx 98 days per day)
Holiday entitlement:	11 days per annum (X FTE x 29 days pro rata) Includes public holidays entitlement
Probationary period:	6 months

Scottish Youth Theatre (SYT) is seeking a Workshop Coordinator to take overall responsibility for the Weekly Workshop programme and *Theatre Toolbox* holiday sessions. This is a new permanent post that will consolidate and grow the existing workshop activity. The role is a mix of coordination, implementing good practice and delivery of some of the workshops, plus providing training for Workshop Trainees.

The right candidate will be an experienced youth theatre practitioner with a sound understanding of good practice in the constituent parts of delivering a regular skills based programme. This includes planning workshops to deliver agreed learning outcomes, inclusive practice, creating a positive and supportive environment, recruiting and supporting the right artists to deliver the programme, thinking creatively about content in relation to young people's interests and aspirations, and evaluating activity to inform future planning and delivery.

The Workshop Coordinator is an integral part of the SYT Artistic Team and is an important role in relation to the artistic development of the SYT venue.

### **Pattern of work**

The contract will be offered as an annualised hours contract with some fixed days and others flexible, as follows:

- During term time (30 weeks of the year) - Saturdays and Wednesdays, 8 hours per day
- School holiday periods:
  - ❖ 1 week fulltime hours during the Easter break
  - ❖ 1 week fulltime hours during the October break
  - ❖ 1 week fulltime hours during July to deliver one of our Junior courses
- 11 days annual leave
- Remaining hours can be scheduled flexibly over the year.

## SCOTTISH YOUTH THEATRE

SYT's vision is to drive a movement in Scotland which is internationally renowned for inspiring young people to become ground breaking individuals who value the arts and are empowered by their creativity in every aspect of their lives.

Our mission is to unlock the creative energies of young people in Scotland through theatre.

Our artistic ambition is to cultivate the next generation of Scottish theatre-makers, innovators and activists; inspiring them to experiment, take risks; to discuss and debate; to question and be questioned; to challenge and be challenged; to learn from their success and failures – to create groundbreaking, life affirming theatre here in Scotland.

The company has been undergoing a significant period of review and change in the last two years. The appointment of the Workshop Coordinator and consolidating the Weekly Workshop programme is an important part of aligning this programme to the broader mission and ambitions of the organisation.

SYT knows the power theatre has to change lives through limitless learning, performance and development opportunities. It offers individuals room to express themselves, voice their opinions and to develop their skills in citizenship and collaboration. Through the theatre process, young people learn how to collaborate how to develop their ideas and, importantly, how to develop themselves. Through theatre-making they can develop personal and technical skills and, enhance their confidence, critical thinking and employability. Theatre enables young people to become confident citizens of Scotland and the world.

## JOB PROFILE

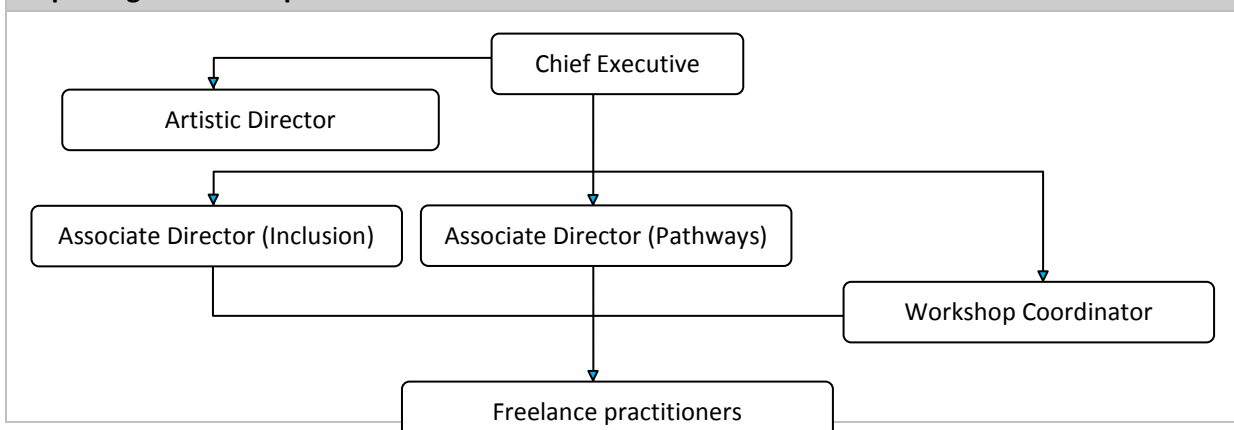
### Job Details

Job title:	Workshop Coordinator
Annual salary:	£27,500 pro rata
Hours of work:	0.38 FTE (approx 98 days per year)
Annual leave:	11 days per annum (0.38FTE x 29 days pro rata). Includes public holidays entitlement
Version date:	May 2017

### Job Purpose

Plan, coordinate and evaluate workshop activity in the SYT venue across weekly classes and short holiday courses. Deliver identified aspects of the programme.

### Reporting Relationships



## Objectives

### The post holder will be expected to:

- Coordinate the weekly class programme, short holiday courses and adhoc specialist sessions to meet company artistic ambitions and young people's interests and aspirations
- Collaborate with the core team to develop and grow the workshop programme
- Recruit and manage freelance practitioners
- Deliver identified aspects of the workshop programme and associated training programmes
- Act as the main point of communication for the workshop programme
- Implement planning, monitoring and evaluation processes to ensure high quality delivery and compliance with company policies

## Knowledge and Experience

### The post holder needs to be able to demonstrate experience of:

- Experience of delivering high quality drama workshops, competent with a range of ages across the 3-25 year age bracket
- Knowledge and experience of planning workshops and programmes to meet artistic and learning outcomes
- Experience in designing strategies to ensure all young people's equal participation in a drama context
- Experience of developing and implementing different approaches to monitoring and evaluation
- Sound knowledge of child protection and health and safety good practice in a drama workshop context

## Skills and qualities

### The post holder is expected to demonstrate:

- A passion for the impact of theatre on young people and placing their needs and aspirations as the driver for the work
- Sound organisational skills with good attention to detail that can be applied to scheduling courses and coordinating tutors
- Ability to work collaboratively with other artists, taking on the role of mentor or advisor when appropriate
- Ability to deal effectively with challenging situations

## Core Competencies

### The post holder is expected to display the following behaviours:

#### Service

- Consistently aims for the best possible outcomes for young people and other customers
- Consistently delivers courteous and prompt service, making every effort to be flexible and approachable for customers
- Communicates effectively with all external stakeholders and enquiries
- Is a positive representative of the organisation
- Anticipates and plans for potential problems
- Makes sound, timely and appropriate decisions
- Values diversity – respects all values and viewpoints

#### Quality

- Is a role model for professionalism
- Continually looks for opportunities to improve current working practices and levels of service
- Makes optimum use of organisational resources
- Seeks feedback from colleagues and customers and responds positively
- Generates creative approaches and ideas to benefit the team and organisation
- Focuses on solutions rather than problems
- Continually updates skills and knowledge

#### Team

- Is committed to the aims and objectives of the organisation
- Makes a full contribution to successful team performance
- Takes appropriate levels of initiative
- Asks for help when under pressure and helps others when they are under pressure
- Demonstrates flexibility where required to do so
- Collaborates well with others, respecting all viewpoints
- Shares information and communicates in a timely and professional manner
- Has a positive perspective on change

#### Job Requirements

##### The post holder needs to hold as a minimum:

- A relevant degree in the Performing Arts or have work experience with progression to an equivalent level.
- PVG registration (this will be updated or applied for before a firm offer of employment is made)
- Ability to work flexibly and undertake evening or weekend work.
- Proficiency with IT packages.

#### HOW TO APPLY

Please send the following:

- A letter of application, **maximum three sides of A4**, demonstrating how you meet the requirements of the role as laid out in the job profile, specifically evidencing how you meet the required **knowledge, experience, skills and qualities**
- Your CV including qualifications, work history and further training, **maximum four sides A4**
- The name and contact details of 2 referees (referees will only be contacted after interviews)
- Confirmation that you are available for interview on **Thursday 29 June 2017**

Applications should be emailed to Jacky Hardacre, CEO: [jacky@scottishyouththeatre.org](mailto:jacky@scottishyouththeatre.org) and marked 'Workshop Coordinator application'.

For an informal discussion contact Jacky Hardacre on 0141 552 3988.

Please note interviews will include leading a short workshop with a group of young people.

Deadline for applications  
Interviews

**9.00am, Tuesday 20 June 2017**  
**Thursday 29 June 2017**