

Leicester Drama Society Ltd. and The Little Theatre

Youth Theatre Assistant – Job Description



1. The Role:

The Youth Theatre Assistant is responsible for assisting and supporting the work of the Leicester Drama Society's Youth Theatre and to assist the Youth Theatre Leader in the delivery of the Youth Theatre programmes. The Youth Theatre Assistant is employed under a casual worker contract and has employed status. A proactive, creative individual, they help to develop the skills of the Youth Theatre and present an annual main house performance which strives for high artistic quality. In addition, they will be able to work in partnership with the Productions Trustee to find opportunities for development of its Youth Theatre.

Classes are held weekly on Saturdays in school term time.

Groups: There are two groups. Juniors 8 to 12 years and Seniors 13-18 years.

Venue: The Haywood Studio at The Little Theatre, Dover Street, Leicester, or at the Rehearsal Rooms, 52 Albion Street, Leicester.

Leicester Drama
Society Limited

The Little Theatre,
Dover Street, Leicester,
LE1 6PW

Registered in England,
Company No.268828

Registered Charity
No.214249

2. Reporting to:

The Productions Trustee and will take instruction and/or guidance from the Theatre Manager in day-to-day operations and matters of health and safety, and safeguarding.

3. Responsibilities:

- (a) To promote an interest in Drama, and a knowledge and enjoyment of Theatre and its disciplines;
- (b) To develop the creative ideas and skills of young people;
- (c) To support the work of a pre-planned, structured programme of exciting, quality Drama activity, leading to performance, both scripted and devised;
- (d) To create a welcoming, safe, positive environment for young people to work together, regardless of culture, or background, understanding the importance of equal opportunities;
- (e) Champion the safeguarding and wellbeing of the attendees in partnership with the Youth Theatre Leader and Theatre Manager.
- (f) Become familiar with attendees' special needs when these are disclosed to Leicester Drama Society staff or officers, and build a positive relationship of dialogue and understanding with attendees and parents to ensure that all the young people get the best benefit from Youth Theatre that they can.
- (g) Hours and Days of work: 4 hours on Saturday mornings in school terms. The Junior Group meets from 9.00am to 10.30am and the Senior Group from 11.00am to 12.30pm.
- (h) In addition, the Assistant is expected to support the delivery of the Youth Theatre's annual main house production, usually taking place in April or May. Rehearsals for this production should mainly take place during existing Saturday morning sessions. But there are usually extra rehearsals,

the Monday to Thursday evenings directly before the show and the shows themselves on Friday evening, Saturday matinee and Saturday evening. It is expected that the Assistant be present during all of these.

- (i) The Youth Theatre Assistant is responsible to the Trustee for Productions.

4. Main house Productions and Showcases:

- (a) As per 3(h) (above), the YT will work towards one annual production on the main stage of the theatre, to include as many of the students as practicable from both Junior and Senior groups.
- (b) Each group should also work towards end-of-year Showcases, to be presented in the to parents and friends.
- (c) Subject to agreement with the Trustee for Productions, The Youth Theatre Assistant may also assist with the delivery of weeklong (Show in a Week) Summer Schools during the Summer Holidays, with the presentation of a performance to family members and friends at the end of the week.

5. Production arrangements: The Youth Theatre Assistant will:

- (a) Adhere to a schedule set by the Youth Theatre Leader and Productions Trustee for any rehearsals in addition to normal classes and rehearsals as described in section 3 (g) above. This schedule and payment for extra hours must be agreed in advance with the Productions Trustee.
- (b) Work themselves or with attendees and parents to source or create props and costume for the Youth Theatre Show.
- (c) The Productions Trustee will advise about scenic design and provision of costumes for the production.
- (d) Showcases should be staged without scenery or costumes.
- (f) Assist the Youth Theatre Leader in directing the Youth Theatre Show, Showcase and other work as requested.

6. Other / Person specification:

- (a) The Youth Theatre Assistant has some administrative responsibilities and is expected to attend all additional rehearsals and performances. The Youth Theatre Leader will coordinate with the Youth Theatre Assistant as required.
- (b) Be familiar with the policies and aims of LDS and work pro-actively to successfully implement them.
- (c) Have proven experience working with children in a professional creative environment or similar teaching assistant type experience.
- (d) Excellent communication skills, organisation skills and time management skills are essential.
- (e) Have good knowledge of and follow GDPR policy.
- (f) Have a first aid at work qualification or willingness to attain one.
- (g) Undertake an Advanced DBS Check and right to work checks.
- (h) Complete any other Youth Theatre tasks as required by the Productions Trustee or Youth Theatre Leader.
- (i) At all times act in the best interests of the Society and its Youth Theatre.

Rate of Pay - £14.50 to £16.00 based on experience