



## The Kings Theatre Trust Ltd

### Job Description

<b>Job Title: Kings Youth Theatre Co-Ordinator</b>	<b>Reporting to: KONNECT Manager</b>
<b>Name of Incumbent:</b>	<b>Signed by Employee:</b>
	<b>Date signed:</b>

#### **Purpose**

To create, deliver and sustain a youth theatre programme that fosters creativity, self-expression and enthusiasm for the performing arts, enabling all participants to achieve their potential regardless of ability, social-economic background or experience.

The Youth Theatre Co-Ordinator will work alongside the Outreach Co-Ordinator and the Creative Events Co-Ordinator within the new Kings Theatre Department – KONNECT to combine and enhance The Kings Theatre's offerings to the community and help enrich the city of Portsmouth.

#### **Main responsibilities;**

- Develop a programme of suitable activities to prepare members of the Youth Theatre to perform in their own productions and King's productions and/or events.
- Develop a programme of suitable activities for non-existing Youth Theatre members on occasion to improve community enrichment and interaction.
- Plan, lead, co-lead or support Kings Youth Theatre sessions.
- Actively encourage the development of every student to achieve their own potential
- Provide support and mentor students through their Arts Award qualifications
- Book venues and ensure appropriate equipment is available, as well as booking and briefing session leaders as necessary.
- To manage termly budgets and show budgets.
- Keep accounts, records and other required data and produce reports as necessary.
- Liaise and network with other local groups to collaborate in mutually beneficial activities where appropriate.
- To personally and professionally handle enquiries in connection with the Kings Youth Theatre and the services it offers.

- Keep updated with local, national and international developments in Youth Theatre and ensure the Kings Theatre is at the forefront of development in such areas
- To plan, lead, co-lead or support specially designed workshops and activities for schools, whether internally at the theatre or externally at a school venue.
- To keep updated with local and national curriculum and plan accordingly.
- To work as an effective member of KONNECT and promote teamwork
- To undertake staff training, some of which may take place outside of normal working hours and attend meetings as directed.
- To attend weekly KONNECT meetings.
- Help plan and create projects/events/opportunities for the community alongside other KONNECT staff members, both internal and external.
- To ensure that the Kings Youth Theatre adheres to all relevant Theatre policies and procedures at all times.
- To assist in the implementation of the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 ensuring personal compliance with specific key health and safety legislation and new systems of work.
- Undertake any other reasonable activity or responsibility as directed by line management.
- Undergo training and take responsibility as the Designated Safeguarding Officer for The Kings Theatre.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Kings Theatre's activities.

<b>PERSON SPECIFICATION</b>		
Attainments	Essential	<ul style="list-style-type: none"> <li>• Current Enhanced DBS certificate</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Qualification/training in working with/safeguarding children</li> <li>• Formal Customer Care / Services qualification</li> <li>• Driving License</li> </ul>
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> <li>• Experience in using Microsoft Office software including Word, Excel and Access</li> <li>• Good numeracy and literacy skills</li> <li>• Experience of record keeping</li> <li>• Experience of working with children and/or young people</li> <li>• Good working knowledge of all H &amp; S legislation with regards to working with and supervising young people</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Experience of working with people with additional needs and disabilities</li> <li>• Experience of working in the Theatre or the Arts in a professional or amateur capacity</li> </ul>
Interests	Essential	<ul style="list-style-type: none"> <li>• Theatre and the Arts</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Working with children</li> </ul>
Disposition	Essential	<ul style="list-style-type: none"> <li>• Self starter</li> <li>• Accepts and seeks responsibility</li> <li>• Capable of performing well under pressure</li> <li>• Ability and will to use initiative</li> <li>• Methodical and attentive to detail</li> <li>• Team player</li> <li>• Enthusiastic</li> <li>• Ability to lead groups</li> </ul>
	Desirable	

## **RESPONSIBILITIES AND AUTHORITY**

### **Staff**

Supervision of Work Placements and Volunteers. Oversee workshop providers

### **Financial**

Responsibility for ensuring all financial procedures are carried out in line with theatre policy

### **Professional**

N/A

## **RELATIONSHIPS**

Accountable to  
Konnnect Manager

### **Contacts with other people:**

Internal – theatre staff and volunteers & trustees

External – customers, visitors, workshop providers, promoters and incoming companies

## **PHYSICAL CONDITIONS**

### **Location**

Main location of work will be the Kings Theatre during office hours; the post holder will also be required to run sessions and workshops across other locations for regular sessions or additional events, functions etc.

### **Exertion**

Normal levels associated with general office duties. Occasional lifting may be required.

### **Accident/Health risk:**

Normal risks associated with an office/reception environment and occasional lifting.

## **ECONOMIC**

### **Salary**

As stated within contract

### **Hours**

As stated within contract