



RECRUITMENT PACK

**FREELANCE
YOUTH THEATRE
PRACTITIONER**



Dear Applicant,

Thank you for your interest in York Theatre Royal and the post of

Freelance Youth Theatre Practitioner

We are looking for an experienced and creative Practitioner to work with a group of 11-14 year olds on a Wednesday night 6.15pm-7.45pm. The Practitioner will be contracted for the Spring and Summer term and must be available on Wednesday nights from w/c 09 January to w/c 30th March excluding w/c 17 February which is half term (Spring term) and w/c 20 April to w/c 29 June, excluding w/c 25 May which is half term (Summer term).

The Practitioner will direct their group in a production of *Don't Worry, Be Happy* by Kevin Dyer. In addition to the Wednesday sessions, the Practitioner will be expected to run 6 hours of additional rehearsals, usually across 2 sessions of 3 hours, at a date of their choosing when space is available. The Practitioner must also be available in tech week for a dress/tech rehearsal on Wednesday 03 June 4.30pm-9.30pm, and 2 evenings of production 04 - 06 June (tbc).

To be considered for this post, please complete the application form that can be downloaded from the **Working Here** section of our website, plus the accompanying Equal Opportunities monitoring form, and return by the closing date below, either by post to:

Recruitment
York Theatre Royal
St Leonard's Place
York YO1 7HD

or by email to jobs@yorktheatreroyal.co.uk
(please remember that email is not a secure form of communication).

Closing Date: **Wednesday 20 November at 9am**

Interviews: **Wednesday 27 and Thursday 28 November**

If you have any questions about the role, please contact the Administrator for York Theatre Royal on **01904 658162**.

We look forward to receiving your application.

About York Theatre Royal

York Theatre Royal is one of the region's most successful producing theatres welcoming more than 185,000 visitors each year to a unique 275 year old building in the heart of the beautiful and historic city of York.

Supported by Arts Council England and City of York Council, York Theatre Royal provides an exciting mixed programme of work in our 760 seat main house, 100 seat Studio Theatre and in amazing site specific locations throughout the city.

We have an international reputation for the outstanding quality of our own produced work and exciting long standing partnerships with many other creative organisations including Pilot Theatre and tutti frutti. We also welcome a range of the country's leading touring companies to York including Birmingham Royal Ballet, English Touring Theatre and English Touring Opera to offer a different perspective to our many audiences – yorktheatreroyal.co.uk.

We are an Equal Opportunities employer and actively encourage people from a variety of backgrounds, experiences and skill sets to join us. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.



Mission, Vision and Values

York Theatre Royal is a brave creative hub at the heart of the city, and it is here for you.

These stages, buildings and our city will thrive with live theatre of exceptional quality made with you - the world's most exciting artists - with more of the world's most exciting artists.

We will be known and admired everywhere for our work with you.



OUR VISION

We endeavour for a world in which everyone has the opportunity to participate in first-rate live theatre, and recognises its potential to enrich their life.

OUR VALUES

We are welcoming

We are ambitious

We are sturdy

We are ambassadors for York

We celebrate the city's true diversity; it makes us bloom

We are creative in every context (except for accounting)

We pull together

We bust myths

We excel in every area



OUR AIMS

To celebrate the theatre as a producing house and to make as much theatre as possible in York.

To use our artistic identity and skills to establish new revenue streams with a view to resilience.

To enhance internal and external perceptions of the organisation

To forge new partnerships

To grow our audience, celebrating the true diversity of contemporary York and beyond.

Your Application

The application form is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays an important part in the selection process helping us to shortlist candidates for interview, and as a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your application form.

Even if we already know you as current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be shortlisted for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. However, as part of our commitment to the "Positive About Disabled People" scheme, we guarantee to interview all disabled applicants who meet the Essential Criteria.

Ensure you clearly state the full job title and type or complete your form legibly in black ink, to allow for photocopying.

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Additional Information' section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process. York Theatre Royal seeks to employ a workforce that reflects the diversity of background and cultures within which we operate and to provide a working environment free from any form of harassment, intimidation, bullying, victimisation or discrimination. We will treat individuals openly and fairly with dignity and respect, and value their contribution towards providing a quality service to our customers.

All members of the organisation will be expected to adhere to these principles and we will challenge behaviour which is unacceptable, in particular on the grounds of gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Successful applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on this form.

For further information about York Theatre Royal please go to yorktheatreroyal.co.uk

Good luck with your application!

Role Description

To lead drama sessions and rehearsals for an 11 – 14 year old group of York Theatre Royal Youth Theatre

To develop a positive group dynamic conducive to a creative process.

To supervise a Youth Theatre trip each term to see a production in the theatre.

To attend Production Meetings as required.

To complete a workshop plan and report for each project every week.

To work with others to ensure the protection and wellbeing of young people whilst in the care of York Theatre Royal and comply with Child Protection Policies.

To ensure that all sessions are carried out in safe environment in compliance with the theatre's Health and Safety policy.

To support other Youth Theatre staff within workshops, including Youth Theatre assistants, mentors and volunteers.

Person Specification

An exceptional Practitioner and Theatre Director, with experience of working with young people

Previous experience of delivering drama sessions with and for young people

Terms and Conditions

This is freelance, fixed term contract for services which requires self-employed status

Fee

£60 per session including planning and reports

£180 for 6 hours additional rehearsals and £120 for production week additional hours.

A session fee of £60 will be paid for the Youth Theatre trip and £20 for the staff meeting.

