



Dear Applicant,

Thank you for your interest in the role of Creative Mentor for Youth Theatre Main Stage Summer at York Theatre Royal.

We are seeking a Creative Mentor to support young people from our Access All Areas groups throughout our Main Stage Summer rehearsals and performances. This role is perfect for enthusiastic, creative, and caring individuals who want to empower young people to thrive in a performance setting.

Access All Areas is our Youth Theatre strand designed to make Youth Theatre accessible to more young people. It's completely free and welcomes young people who might find a smaller, tailored environment the most suitable for them. For example, young people might be neurodiverse, experience anxiety or have a learning disability. We run three free Access All Areas groups across York and participants taking part in Main Stage Summer will be made up of young people 12-19.

Time Commitment

We are offering a fixed term contract.

Week 1: Mon 17 Aug – Fri 21 Aug 2026, 9:30am – 4:30pm

Week 2: Mon 24 Aug – Fri 28 Aug 2026, 9:30am – 4:30pm

Week 3: Tue 01 Sep – Sat 05 Sep 2026, 9:30am – 6:00pm (Note: Later start times on production days)

One hour Induction week commencing 10 August availability dependent

Performances:

Thu 03 Sep 2026 (evening)

Fri 04 Sep 2026 (evening)

Sat 05 Sep 2026 (matinee & evening)

Creative Mentors are expected to arrive 15 minutes before and stay 15 minutes after their YP's call times.

The closing date for applications is Sun 29 Mar 2026 and interviews will take place on Tues 14 & Wed 15 April 2026.

We look forward to hearing from you.

This letter is intended to help you complete your application. We will accept a completed application form, voice note or short video. Please read it carefully before and if you have any difficulties, please contact the Administrator on admin@yorktheatreroyal.co.uk

The application form/voice note/short video 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, shortlisting decisions are based solely on the information you supply on your application.

Even if we already know you as current or previous employee, it is important that you complete the application process 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.

If you wish to apply by e mail, you will need to download the form onto your computer, complete it and return it via email to jobs@yorktheatreroyal.co.uk
Please remember that email is not a secure form of communication.

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 application 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 will be retained and form the basis of your personnel record. By submitting your application 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 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 may 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.

Good luck with your application!



PERSON SPECIFICATION

Essential

- | | |
|---|-------------------------|
| • Experience working with children and young people with Special Educational Needs and Disabilities (SEND) | Application / Interview |
| • A passion for drama, theatre, and the arts | Application / Interview |
| • Understanding of diverse learning needs, disabilities, and neurodiversity, including autism, ADHD, sensory needs, and physical disabilities | Application / Interview |
| • Knowledge of inclusive practice and strategies to support engagement and participation | Application / Interview |
| • Awareness of safeguarding policies and procedures | Application / Interview |
| • Adaptability and flexibility in responding to individual needs | Application / Interview |
| • Strong communication and interpersonal skills | Application / Interview |
| • Confidence in performance and facilitating creative activities | Application / Interview |
| • Must clear enhanced DBS check | Application |

How Identified



ROLE DESCRIPTION

1. Job Title Creative Mentor (Youth Theatre Main Stage Summer)

Reports to Community Connector

2. Primary Objectives

Support the youth theatre group by mentoring young people in Main Stage Summer.

To help participants explore their creativity in a fun and supportive environment.

With the Creative Engagement Team, to ensure the wellbeing and safety of the participants involved.

Contribute to a kind environment where participants feel welcome and valued.

3. Location

York Theatre Royal

4. Main Duties

- To provide tailored support to your assigned young people
- To employ creative methods of engagement to encourage participation and confidence
- To be a positive and enthusiastic role model throughout rehearsals and performances
- To support young people on stage and backstage, ensuring safety, comfort, and inclusion

- To assist with specific access needs, such as rest breaks, line feeding, and regulation
- To build strong communication with parents/guardians to foster healthy collaboration
- To liaise with Directors and production staff to share insight into YP's needs
- To act as an advocate for your young people within the production
- To follow safeguarding policies and procedures at all times
- To be proactive, punctual, and fully engaged in supporting your cast members

TERMS AND CONDITIONS

Hourly rate: £12.71 per hour paid monthly in arrears on submission of a timesheet

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York Theatre Royal has a Safeguarding Policy, which all staff and volunteers are expected to abide by.