



9-11 Fore Street Great Torrington
Devon EX38 8HQ

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JOB DESCRIPTION:

Job Title : Youth Theatre & Outreach Director (Maternity Cover)
Base : The Plough Arts Centre
Responsible to : The Plough Director
Responsible for : Freelance artists and project volunteers

During Sophie Hatch's maternity leave, the postholder will sustain and develop The Plough Youth Theatre and Outreach programme by creating and delivering inspiring high quality theatre workshops and performance projects, both at The Plough and, via outreach, throughout North Devon

The postholder will be expected:

1. To deliver inspiring theatre skills workshops and performance projects with the Plough Youth Theatre via term time Saturday workshops at The Plough Arts Centre.
2. To deliver inspiring theatre skills workshops and performance projects with adults with learning disabilities via Plough Prism and Motion Dance groups on Tuesdays at The Plough Arts Centre.
3. To initiate and deliver a range of dynamic drama workshops and projects for schools.
4. In collaboration with the Director, Gallery Director and Welcome Manager at ThePlough@StAnne's to initiate and deliver a regular programme of holiday arts workshops at The Plough and outreach venues.
5. To broaden the area of impact of The Plough by collaborating with new project partners to initiate new arts outreach provision across the region, and to set up future projects for when Sophie Hatch returns from maternity leave.
6. To maximise links between the Youth Theatre & Outreach work and the programme of live events, films and exhibitions at The Plough, by arranging trips to relevant performances and nurturing the involvement of workshop participants in the wider programme of The Plough.
7. To actively encourage the participation of disabled people in all areas of the work.
8. To continue to develop, train and supervise a reliable team of Youth Theatre and Outreach Volunteers to whom specific tasks can be delegated.
9. To support and manage the freelance drama practitioner who runs PYT at ThePlough@StAnne's
10. To make creative links with other arts organisations, venues and agencies locally, regionally, nationally and internationally.
11. To assist with the development of the fledgling 'Plough The Future' scheme to encourage the participation of young people in the Plough's decision making processes and the wider work of the arts centre
12. To work closely with the Marketing Team to ensure a coherent marketing and publicity strategy for all PYT and Outreach projects to include appropriate signage at all workshops.
13. To appoint and manage freelance artists on short term contracts, with the agreement of the Director, to work on agreed projects.
14. To set, manage and operate within agreed budgets at all times.

15. To be active re relevant fundraising and grant applications, alongside Plough fundraisers. (and within the agreed staff incentive scheme re grant applications)
16. To work with the Box Office and Information team to ensure information about all Plough Youth Theatre and Outreach workshops, events and activities is accessible and readily available to Plough customers.
17. To assist other staff in the production of a regular Programme of Events.
18. To be the public face of the Plough Arts Centre.
19. To undertake any other duties which may reasonably be requested.

TERMS & CONDITIONS: YOUTH THEATRE & OUTREACH DIRECTOR

Employer : The Plough Arts Centre Ltd
 Employee or Freelance Practitioner : TBC (Jobshare considered)
 Date of commencement of contract : Fri 1 Nov 2019
 Core Working Hours : 37.5 hours/week to include regular evenings and weekends as required
 Rate of Pay/Salary : £23,000 per annum (£11,500 for 6 months)

- The post is based at the Plough Arts Centre.
- The core working hours and rate of pay, are as shown above.
- The post is offered on a fixed term 6 x month contract to end on 30 April 2020
- Payment will be monthly in arrears, by direct payment
- There is no provision for overtime payments. Time off in lieu (T.O.I.L) accrued during busy periods can be taken by arrangement during quieter periods.
- Two months notice is required from either party.
- The Plough Arts Centre will undertake to pay the necessary Employers NI contributions.
- The Plough has a contributory pension scheme and matches employees contributions up to 5% of salary.
- The postholder will be expected to work within The Plough Arts Centre Health & Safety Policy, Equal Opportunities Policy and Child Protection Policy.
- An enhanced DBS check will be required.
- The postholder is entitled to 5 weeks annual paid leave based on the core working hours, plus public holidays which fall during normal working hours.
- The postholder will agree not to use Plough contacts and customer data in order to undertake additional freelance arts work within the area of impact of The Plough Arts Centre during the period of this contract and for up to one year after the end of the contract.
- Any grievance/disciplinary issue will be raised in the first instance with/by the Director who may if necessary refer the matter to the Council of Management.
- Information relating to sick leave and sick pay are available from the Director along with the procedure for reporting in sick.
- The postholder has a part to play in supporting the Mission Statement of the Plough Arts Centre, with particular regard to offering a warm welcome to all members of the public.
- The Plough is a non smoking venue.

Signed Employee Date

Signed Date.....
 Richard Wolfenden-Brown : on behalf of the Plough Arts Centre Ltd (Employer)

Youth Theatre + Outreach Director Person Specification

Essential and Desirable attributes for the post of Youth Theatre & Outreach Director

<u>Essential</u>	<u>How Identified</u>
The ability to energise and inspire young people through the arts	Application/Interview
Experience of theatre workshop delivery with 3 - 18+yrs	Application/Interview
Experience of theatre/movement workshop delivery with adults with learning disabilities	Application/Interview
Experience of directing high quality Youth Theatre productions	Application/Interview
Experience of arts work within schools	Application/Interview
Excellent communication skills, written and oral	Application/Interview
Experience of marketing and publicity	Application/Interview
Experience of managing budgets	Application/Interview
Experience of working to tight deadlines	Application/Interview
Excellent organisational/administrative/I.T. skills	Application/Interview
A willingness to work alone and as part of a team	Application/Interview
A passion for the arts and a good sense of humour	Application/Interview
The potential to be an excellent ambassador for The Plough	Application/Interview
<u>Desirable</u>	
Relevant education to degree level	Application
A teaching qualification	Application/Interview
Experience of working with volunteers	Application/Interview
Experience of fundraising for projects	Application/Interview
Car owner/driver	Application/Interview
Non smoker	Application