

Kiln Theatre has created this role as part of the government's Kickstart scheme, and is working with Creative Access as a Kickstart Gateway and the Creative Engagement Placement at Kiln will be part of a cohort of Kickstart jobs which benefit from support from Creative Access alongside the support from our in-house team.

Please make sure your work coach has referred you and that you have your unique Introduction ID before applying.

YOUTH AND COMMUNITY PLACEMENT APPLICATION PACK

'There's something different about this theatre. There's a feeling of inclusion'
Audience Member

Kiln Theatre sits in the heart of Kilburn in Brent, a unique and culturally diverse area of London where over 140 languages are spoken. We are a newly refurbished, welcoming and proudly local venue, with an internationally acclaimed programme of world and UK premieres. Our work presents the world through a variety of lenses, amplifying unheard / ignored voices into the mainstream, exploring and examining the threads of human connection that cross race, culture and identity.

We believe that theatre is for all and want everyone to feel welcome and entitled to call the Kiln their own. We are committed to nurturing the talent of young people and providing a platform for their voices to be heard.



Today, with Artistic Director Indhu Rubasingham and Executive Director Daisy Heath, Kiln Theatre continues its reputation of world-class British and international work, reflecting the exceptional diversity of its local community.

Kiln Theatre has a 292 seat theatre alongside a 300 seat cinema, a beautiful bar and café, plus three rehearsal spaces which are used for our productions, workshops and Creative Engagement projects.

We want everyone to experience the power of theatre.

Our 2021 reopening season included the critically acclaimed *NW Trilogy* by Moira Buffini, Suhayla El-Bushra and Roy Williams, the five-star major revival of Ayad Akhtar's *The Invisible Hand* and Amy Trigg's sold-out run of *Reasons You Should(n't) Love Me*.

OUR VISION

To uncover our shared humanity, illuminating our connection through stories, and deepening our capacity to empathise with the other.

OUR MISSION

To make theatre for all by making space for unheard/ignored voices.

We encourage artists of all ages and backgrounds. Our ambitious Creative Engagement programme aims to champion the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre.

KILN THEATRE

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

Recent productions include Antoinette Nwandu's *Pass Over* "Waiting for Godot for the Black Lives Matter era" (Time Out), *Snowflake* by Mike Bartlett, *When the Crows Visit* by Anupama Chandrasekhar and our community play *The Seven Ages of Patience* written by Chinonyerem Odimba which had a cast of over 80 players "Kiln has done a fantastic job of supporting the local community and has presented a clear example of how transformative this sort of work can be" (Broadway World).

OUR VALUES

Kiln Theatre is Inclusive | Kiln Theatre is Authentic | Kiln Theatre is Heartfelt | Kiln Theatre is Fearless

Our values shape the way we work. They are key to unlocking our ability to ensure our work is accessible and relevant, that we make brave, bold choices, and that we maintain our integrity and empathy. They underpin the way we build and maintain our relationships with the artists, communities and audiences we make work with and for.

KILN CINEMA

Our 300-seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. Recent partners have included: NT Live; Globe on Screen; BFI London Film Festival; Images of Black Women Film Festival; DocHouse; Kilburn Film Festival.

FUNDING

Our annual turnover is approximately £3.5 million. Kiln Theatre receives funding from the Arts Council England as a National Portfolio Organisation. Other income comes from box office ticket sales and other revenue streams, with a final sum generated through fundraising.

THE JOB

Title: Youth and Community Placement
Location: Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
Reports to: Youth & Community Manager
Contract: 25 hours per week. Fixed term, 6 months from 6 December 2021

JOB SUMMARY

In this placement you will work closely with Kiln's Youth & Community Manager as part of the Creative Engagement team. The Youth and Community Placement will support with the promotion and administration of projects, including Youth Theatre, Listen Local Young Writers, Young Company and Town Hall Talks. The Youth and Community Placement's opinion and insight as a young person will be valued and will help us to ensure our projects are developed to suit local young people.

Promotion:

The Youth and Community Placement will help to promote Creative Engagement's activities and profile on social media, email and leaflets. You will provide input on how we can make our promotional materials more effective, including delivering in person promotion.

Communications:

The Youth and Community Placement will be responsible for sharing information and opportunities to young people, parents, carers and local youth and community organisations through Whataspp and email. You will be responsible for developing a newsletter for participants and families, as well as helping to create and sustain relationships and regular communication with other local youth and community organisations.

Administration:

The Youth and Community Placement will support with admin tasks such as preparing and sourcing resources for workshops, preparing registers, printing scripts, research to support the start of projects, and any other tasks that enable workshops and events to run smoothly. This will also include supporting with gathering evaluation data and information.

Production Support:

The Youth and Community Placement will support with Creative Engagement productions by emailing schedules to participants and creative teams, setting up rehearsal spaces and organising refreshments.

As part of their role, the Youth and Community Placement will take on other tasks and duties as directed by the Youth & Community Manager and Head of Creative Engagement in order to support the delivery of the Creative Engagement programme.

PERSON SPECIFICATION

Essential skills, experience and qualifications

- Show enthusiasm for theatre youth and community work
- A passion for culture and the arts is necessary to work at Kiln Theatre, this could be anything from theatre to film or music.
- Comfortable using social media
- Organised and self-motivated
- Enjoys being part of a team

- Excellent timekeeping
- Willingness to have a DBS check and safeguarding training
- Must meet criteria for government's Kickstart. More info here > 4

Desirable

- An interest in a career in theatre community and youth work
- Knowledge of the local area
- Experience of working with young people/children/adult participants

TERMS AND CONDITIONS

Hours:	25 hours per week (excluding 30 minute lunchbreak)
Working pattern:	Tuesday – Thursday 10am-6pm Friday – 10am-12.30pm (These 2 hours can be worked flexibly agreed with Youth and Community Manager)
Hourly rate of pay:	£10.85 p/h
Probationary period:	2 months
Pensions:	Kiln Theatre operates an auto-enrolment pension scheme for all employees. Kiln's contribution is capped at 3% of basic salary although employee may contribute more
Holiday:	13.5 days per year plus bank holidays, pro-rata
Benefits:	Complimentary tickets for preview performances, subject to availability, £2.50 tickets to Kiln Cinema and 20% staff discount in Kiln Kitchen bar/café/restaurant. We also offer access to our Employee Assistance Programme which offers support for any personal or professional problems.

DETAILS OF EMPLOYABILITY SUPPORT

Creative Access (Access Media CIC) will be providing a programme of support for Kickstart placements placed through their Gateway. Training will take place during three sessions delivered by their Programmes team, covering areas such as attendance and timekeeping, teamwork, communication, remote working, goal setting, CV and interviews and looking for long term work. Candidates will also be invited to monthly masterclasses including employability tips, practical support, mental health advice, and inspirational guest speakers, be encouraged to keep in touch with other Kickstart new starters via a buddy scheme and have access to the Creative Access team for ongoing pastoral care, advice and support.

Kiln Theatre will provide day-to-day management and guidance including on attendance, time keeping, communication and travelling. The Creative Engagement Placement will have access to Kiln's Employee Assistance Programme, and company-wide training opportunities, including Safeguarding training, which is about keeping children and adults at risk safe.

EQUAL OPPORTUNITIES

Kiln Theatre is an Equal Opportunities employer, and we strive to create an inclusive environment that reflects and celebrates our local community. We particularly encourage applications from Black, Asian and ethnically diverse people and D/deaf & disabled candidates as these groups are currently underrepresented in our staff team.

APPLICATION PROCEDURE

Please make sure your work coach has referred you and that you have your unique

Introduction ID before applying. Without your Introduction ID we won't be able to consider your application.

Please note that only applications submitted on Kiln Theatre's Application Form will be considered. We do not accept CVs.

Application Forms can be viewed [here](#), which includes a link to our Equal Opportunities Monitoring Form which should also be completed and submitted.

If you have any questions, please contact recruitment@kilntheatre.com

Closing date for applications:	9am Monday 1 November 2021
First round interviews:	Monday 8 November 2021
Second round interviews:	Monday 15 November 2021

What happens next?

We will invite some applicants for an interview, arrangements will be in compliance with latest government guidance on COVID-19. Due to the anticipated volume of applications we are unable to provide application feedback at this stage of the process.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.