Dear Applicant,

Thank you for your interest in the advertised position of **Youth Theatre Director** at the New Wolsey Theatre.

The New Wolsey Theatre (NWT) is an ambitious producing and receiving theatre, with a great staff who work extremely well as a team, willing to push the boundaries and produce the impossible! Based in the heart of Ipswich, the NWT can be accessed by train from London in as little as 60 minutes.

*This is an exciting opportunity for a dynamic, experienced theatre practitioner with excellent administrative skills to join the New Wolsey’s Creative Learning team as Youth Theatre Director.*

The successful candidate will be responsible for delivering the Youth Theatre programme’s strategic objectives while managing and delivering a range of high quality participatory arts activities for children and young people.

Where appropriate, they will also support the wider Creative Learning team to manage and deliver schools and community projects across Ipswich and Suffolk.

*This role is ideally suited to applicants who are passionate about the value of young people and the wider community participating in the arts.*

Please find enclosed

- Company Information Document*  
- Job Description and Person Specification  
- Application Form  
- Equal Opportunities Monitoring Form  
  (*Mission statement and further information can be found on our website www.wolseytheatre.co.uk.)*

Completed applications should be returned to Julie French, Administration Assistant at jfrench@wolseytheatre.co.uk by 10am, Monday 25th November 2019.

**Please note you must complete an application form to be considered for this position, we do not accept CVs as a form of application.**

Interviews for shortlisted candidates will be held on 9th and 10th December. Candidates should be able to attend interview on this date.

As an organisation accredited by the Job Centre as a Disability Confident Employer, we guarantee to interview all D/deaf and disabled applicants who meet the essential criteria for this vacancy.

Yours sincerely

Lucy Parker
Operations Manager
Who We Are

The New Wolsey Theatre is a regional theatre with a national reputation for the quality, range and reach of its work and for embracing cultural diversity in the widest sense. The theatre is central to the creative life of Suffolk and seeks to expand the horizons of audiences and artists by presenting a programme designed to entertain, enrich and challenge. The watchwords for all work are highest quality, greatest diversity and maximum accessibility.

The New Wolsey produces and presents a year-round programme of work for all ages in both the main theatre (400 seats) and the studio (104 seats), combining its own productions with a wide range of visiting theatre, music, comedy, and other performing arts.

The theatre is nationally renowned for its producing work both as sole producer and in collaboration with a diverse range of UK and international artists and companies. In recent years it has co-produced with other regional theatre including: Queen’s Theatre Hornchurch, Nottingham Playhouse, Leeds Playhouse, Birmingham Repertory Theatre, Sheffield Theatres, Northampton and Southampton Theatres and touring companies such as Graeae, Talawa, ETT and Fingersmiths.


In 2013, we produced a national tour of the Tim Firth and Madness musical *Our House*, employing an actor-musician cast. In 2014, we co-produced a fully accessible, actor-musician production of Brecht and Weill’s *The Threepenny Opera*. In 2017, we lead the national tour of the Ramps on the Moon production of *The Who’s Tommy* as well as touring the stage version of *The Ladykillers*. In 2020 our 2018 production of *Once* will undertake an extensive national tour in collaboration with Adam Spiegel Productions.

Our 2018 spring season ended with another new actor-musician musical, *Our Blue Heaven*, which celebrated Ipswich Town Football Club’s 1978 FA Cup victory, including a cohort of young people from the community, many of which had no previous experience of performing on stage! In spring 2019 this was followed by another Ipswich story and new commission *Grandma Saves The Day!*

The New Wolsey has established a reputation for artist development, and in particular helping to nurture innovative companies and enabling them to produce work designed for middle scale touring. As part of this development programme, the theatre has worked in association with some of the most exciting and emerging companies in the UK and internationally, including in recent years: Fingersmith’s dual language production of *Up ‘n’ Under*, Romany Theatre Company’s *Carmen the Gypsy*, Frozen Light’s *Isle of Brimsker*, Metis’s *We Know Not What We May Be*, and Ramps on the Moon’s *Our Country’s Good*. We commissioned small scale work from Dante or Die *User Not Found*, Rich Rusk *Small World*, Sophie Woolley *Augmented*, Invisible Flash *The Blind Traveller*, Simon Startin *Inspiration Porn*, Brick Wall Ensemble *Henry 5*, and Sleepdogs *A Million Tiny Glitches*. 
The development of talent is a priority for the New Wolsey and the annual PULSE Festival acts as a springboard for fresh new artistic voices, as well as providing a home for risk-taking and cutting edge performance from more established artists. The festival provides a platform for the development and presentation of new work by regional, British and international artists of vision, and aims to nurture artistic ambition and excellence across a range of art forms. PULSE presents work across a variety of genres from comedy to dance and everything in between, in various forms from tour-ready work to rehearsed readings and works at an advanced stage of development.

Alongside its work on stage, the New Wolsey runs an extensive Creative Learning programme using the arts to develop creativity, unlock potential, explore diversity and celebrate identity. We use the productions, artists, skills and resources of the Theatre to increase participants understanding of how theatre works, to develop their own creativity, to broaden their knowledge about a subject or the world around them, or to give them a better understanding about themselves. We apply the techniques we use in a rehearsal room to give participant the opportunity to see what motivates their own behaviour. We deliver a service to schools and colleges, a programme of projects and events for children, young people and the community, and a platform for students, arts educators and teachers to gain new skills and share good practice. We have a prolific out of school offer, and have specialised in theatre made for children and young people that places their artistic voice at the centre of the decision-making, the content and the work.

The New Wolsey Theatre has a proven track record of championing disabled led theatre and in 2013 launched ‘Agent for Change’ - an initiative supported by the Esmée Fairbairn Foundation to create more engagement and opportunities for deaf and disabled theatre professionals, audience members and participants both at the New Wolsey and with collaborating partners. The theatre is dedicated to providing access for D/Deaf and disabled audiences to shows, events and information ensuring that any person with a disability can participate fully. Part of this promise is to provide a programme of BSL (British Sign Language) Interpreted, Audio Described, and Captioned performances.

As a not-for-profit organisation and a registered charity, we rely on a blend of income streams, funding from the Arts Council, Suffolk County Council and Ipswich Borough Council as well as donations, individual giving and corporate support, all of which are invaluable. Our mission statement and further information can be found on our website.

The Ramps On The Moon Project
Following on from the highly successful production of The Threepenny Opera part of the Agent for Change project, in Spring 2014, and in recognition of the under representation and employment of disabled people throughout our industry, particularly in “mainstream” theatre, a consortium of theatres successfully applied for a Strategic Touring Fund to undertake a seven year programme of work. Integrating disabled and non-disabled performers and practitioners, this programme aims to achieve a step change in the employment and artistic opportunities for disabled performers and creative teams, and a cultural change in the six participating theatres from around the country to enable accessibility to become a central part of their thinking and aesthetics. Ramps On The Moon was recognised at the 2017 UK Theatre awards and won the Promotion Of Diversity award. www.rampsonthemoon.co.uk/about/

The Government Inspector was the first Ramps On The Moon touring show, produced by the Birmingham Rep in Spring 2016.

The Who’s Tommy was the second Ramps On The Moon touring show, produced by the New Wolsey Theatre in Spring 2017. It subsequently won the UK Theatre award for Best Touring Production at the 2017 UK Theatre awards.

Our Country’s Good was the third touring production made in association with the Ramps on the Moon Project, produced by Nottingham Playhouse, which toured in Spring 2018.

In Autumn 2019 Graeae – a strategic partner will create and tour to a variety of venues Winsome Pinnocks One Under. The next full Ramps on the Moon production will be in spring 2020 when Leeds Playhouse produce and tour a production of Oliver Twist, newly commissioned from Bryony Lavery.
JOB DESCRIPTION

Job Title: Youth Theatre Director

Responsible to: Creative Learning Manager

Job Purpose: To lead on all aspects of the New Wolsey Theatre’s youth theatre offer. Where appropriate, to support the Creative Learning team in the creation, management and/or delivery of workshops and projects in a variety of settings.

Key Responsibilities:

Youth Theatre

- In consultation with the Head of Creative Learning and the wider Creative Learning team, set the strategic direction of the New Wolsey Theatre’s Youth Theatre offer, ensuring its artistic quality, diversity, inclusivity, and relevance to the lives and creative aspirations of its members.

- Deliver a significant amount of Youth Theatre activity across all groups, as agreed with the Creative Learning Manager.

- Lead on the recruitment, administration, reporting and monitoring requirements of the New Wolsey Theatre’s youth theatres.

- To act as the public face, first point of contact and principle advocate for the New Wolsey Theatre’s Youth Theatre programme.

- Oversee and provide appropriate pastoral care for Youth Theatre participants.

- Support the Head of Creative Learning in the recruitment, induction, development and appraisal of freelance Youth Theatre Practitioners and Creative Learning Assistants.

- Where appropriate support the delivery of Youth Theatre activity by freelance Practitioners and/or visiting Artists.

- Support the development of Youth Theatre members and Creative Learning Assistants by acting as an excellent role model and creative inspiration.

- Support the organisation and supervision of Youth Theatre visits to performances and events at the New Wolsey Theatre.

- Facilitate effective and timely communication between relevant staff on matters relating to the Youth Theatre Programme.
- Where necessary prepare resources and materials for Youth Theatre sessions.
- Ensure all Youth Theatre spaces are appropriately set up and fit for purpose.

**Creative Learning Productions**

- Where appropriate, to direct Youth Theatre productions.
- To support the rehearsal and production processes of the New Wolsey Theatre’s Associate Director and/or visiting Creatives working on Youth Theatre, Young Company and/or Community projects and productions.

**Workshops and projects**

- Where appropriate, to support the Creative Learning Producer and/or wider Creative Learning team in the creation, management and/or delivery of workshops and projects in a variety of settings. Including, but not limited to, schools, community settings and partner venues.

**Other**

- To work with the Creative Learning team to maintain the Creative Learning Social Media output, and where relevant to create content for those platforms.
- To support the delivery of talks and tours for children and young people, and where appropriate lead tours of the New Wolsey Theatre.
- To be fully conversant with all relevant New Wolsey Theatre policies and procedures including, but not limited to, Safeguarding; Health & Safety; Equal Opportunities; Equality and Diversity, and Dignity at Work, and to adhere to their requirements, standards and expectations.
- Contribute to the long term development, profile and sustainability of the Creative Learning programme.
- To undertake any other reasonable responsibilities as and when required.

**An enhanced DBS check will be sought from the successful applicant:** the candidate should be in no way unsuitable to work with children, young people and vulnerable adults.

October 2019

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive*
Salary
£21,745

Hours
40 hours per week. Please note that additional hours are occasionally required depending on the schedule of work, staff sickness and annual leave. Any overtime is to be taken as time off in lieu at a later date by arrangement with your line manager. This role will require frequent evening and weekend working. Flexible working will be considered.

Annual Leave Entitlement
The standard Annual Leave Entitlement is the statutory minimum of 5.6 weeks per year, which equates to 28 days per year for full time staff working a 5 day week. You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday or have agreement from your Line Manager to do so. Annual leave requests have to be submitted to your line manager for authorisation. It is suggested that the majority of annual leave is taken during the summer months when the theatre has no performances scheduled. There will be certain times of the year when annual leave cannot be taken because of the work of the organisation.
PERSON SPECIFICATION

Qualifications and Experience

Essential

• Experience of creating, managing and delivering high quality, theatre based activities and projects, with children and young people.
• Experience of working within a co-ordination and administration role.
• Experience of successfully multi-tasking in a busy work environment across a range of different priorities.
• IT proficient with a strong, demonstrable working knowledge of Microsoft Office.
• Educated to degree level or with equivalent professional experience.
• Commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion.
• Commitment to safeguarding and child protection.

It should be noted that while this is a creative position that requires a skilled Youth Theatre Practitioner, a significant proportion of the day to day activity is administrative.

Desirable

• Experience of directing theatre for, with and by children and young people.
• Experience of working with diverse communities and participants.
• Experience of marketing and of using social media to promote programmes.
• Track record in developing and managing relationships with a wide range of stakeholders.

Key Qualities

Essential

• A passion for the performing arts.
• Professional, approachable, and adaptable to the needs of participants; artists; and the general public.
• The ability to thrive in an environment of innovation, challenge and change.
• Exemplary organisation and accuracy skills; self-motivated and self-disciplined with the drive and ability to solve problems.
• Able to respond receptively to new ideas and initiatives, responding to creative problems with creative solutions.
• Excellent interpersonal skills with the ability to communicate effectively with individuals at all levels.
• Ability to work flexibly.
CONFIDENTIAL

PLEASE COMPLETE THIS FORM IN TYPE OR BLACK INK

APPLICATION FOR THE POST OF:
YOUTH THEATRE DIRECTOR

Please return to: Julie French, Administrative Assistant- jfrench@wolseytheatre.co.uk
or post to The New Wolsey Theatre, Civic Drive, Ipswich IP1 2AS

PERSONAL DETAILS

First Name(s): 
Surname: 
Address: 
Postcode: 
Tel: 
Mobile: 
e-mail: 

Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate and proof of your national insurance number, in accordance with the Asylum and Immigration Act 1996.

Are you legally authorised to work in the UK?  Yes ☐ No ☐

Is this subject to a work permit or visa?  Yes ☐ No ☐
**EDUCATION, TRAINING AND QUALIFICATIONS SUMMARY**
(A concise CV containing this information may be submitted instead of completing this section)

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**EMPLOYMENT HISTORY** (SUMMARY)
(A concise CV containing this information may be submitted instead of completing this section)

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With clear reference to the Person Specification, explain why you wish to apply for the post and describe the skills and experience you have to undertake the job as outlined. This is your opportunity to convince us that you are the right person for the job. (Continue on a separate sheet if necessary.)
As an organisation accredited by the Job Centre as a **Disability Confident Employer**, we guarantee to interview all disabled applicants who meet the essential criteria for this vacancy.

The New Wolsey Theatre wishes to encourage applications from suitably qualified and experienced D/deaf and disabled people and we therefore ask you to use the space below to provide information on your disability status and access requirements if you wish to be considered in line with the above scheme (please mark as N/A if not applicable or leave blank if you wish not to declare).

This information will remain confidential and is required to help us fulfil our responsibility to encourage and assist in the employment of D/deaf and disabled people.

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<td><strong>Are you at least 18 years of age?</strong></td>
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<td><strong>If offered this position will you continue to work in any other capacity?</strong> (If yes, please give details)</td>
<td>Yes / No</td>
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<td><strong>When are you available to start?</strong></td>
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**ANY OTHER INFORMATION**

Please use this space to tell us about anything else that may be of relevance to your application.
REFERENCES
Please give details of two referees.

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References may be taken up before interview or prior to an offer being made. If you would prefer that we did not take references until after an offer has been made please tick here □

Declaration

I have read and understood the information contained in this application form, and I declare that all information I have provided on this form, or in an attached CV, is true and accurate. I understand that omissions or incorrect statements might disqualify me from this position and, if already appointed, my employment may be terminated. I also understand that any offer of employment is subject to satisfactory references.

By signing this form, I understand I am agreeing to the above declaration:

Signed:__________________________________________ Date:________________
EQUAL OPPORTUNITIES IN EMPLOYMENT
Policy Monitoring: This form will be treated confidentially

The information you supply on this form will be detached from your application and used for monitoring purposes only. This form will not form part of the selection process.

Submission of this form indicates your explicit consent that the data you provide may be processed in accordance with the provisions of the Data Protection Act 1998.

NOTE: Your application will be in no way prejudiced if you decline to complete this form. It will be separated from the application form whether or not you have completed it.

The New Wolsey Theatre (NWT) wishes to be an Equal Opportunities employer, and has a policy of monitoring employment applications in order to monitor the effectiveness of our Equal Opportunities policy and commitment to equality and diversity.

POST: Youth Theatre Director

Please circle or highlight as appropriate

1. I would describe my race or cultural origin as:

**White:**
- British
- Irish
- Other European
- Any other white background

**Asian or British Asian:**
- Asian Indian
- Asian Pakistani
- Asian Bangladeshi
- Any other Asian background

**Chinese or British Chinese:**
- Chinese

**Black or Black British:**
- Black – African
- Black – Caribbean
- Any other black background

**Dual Heritage:**
- Black African and White
- Black Caribbean and White
- Chinese and White
- Asian and white
- Any other background from more than one ethnic group
(If you have circled ‘Other’ for any category, please describe your ethnic origin):………………………………………………

2. **My sex is:**  
   - Male □  
   - Female □  
   - Gender Neutral □

3. **My marital status is:**  
   - Single □  
   - Cohabiting □  
   - Married □  
   - Separated □  
   - Divorced □

4. **Is there anyone who relies on you for day to day care and assistance?** Yes □  No □
   
   **If ‘Yes’ are they:**  
   - Children:  
     - Aged 0-4 □  
     - Aged 5-11 □  
     - Aged 12-16 □
   
   - Other family member or partner □

5. **My age is:**  
   - 16-19 □
   - 20-29 □
   - 30-39 □
   - 40-49 □
   - 50-59 □
   - 60+ □

6. **Are you a Deaf or disabled person?** Yes □  No □

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**EQUAL OPPORTUNITIES AND DIVERSITY POLICY**

The mission of NWT is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. It aims to create a programme of the highest quality, maximum diversity and greatest possible accessibility. NWT believes that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

The NWT is committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. It will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. NWT opposes all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation’s output.

The NWT strives to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.