

## February 2023

Thank you for your interest in the post of Learning & Participation Coordinator.

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre's policies, current programme and past history.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our online submission form: <https://hr.breathehr.com/v/learning-and-participation-27955> and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Monday 20 February. Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **week commencing 27 February.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

## **Theatre Royal Stratford East**

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

From 1953 – 1979 the theatre was the home of Joan Littlewood's legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as *Oh, What a Lovely War!* and *A Taste of Honey*. Many leading actors, writers and directors have been part of the Theatre Royal

Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Our current season includes a revival of Anthony Neilson's acclaimed *The Wonderful World of Dissocia*, our annual pantomime, *Village Idiot*, a new play from Samson Hawkins, and a UK premiere for Dave Harris' *Tambo and Bones*. Alongside this we have a visiting programme of work including productions from Sheffield Theatres, Thick Skin and National Youth Theatre.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

## **Governance and Finances**

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

## **Safeguarding and Safer Recruitment Practises**

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

Applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and

the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

## **JOB DESCRIPTION**

<b>Job Title:</b>	Learning & Participation Coordinator (part-time 3 days a week)
<b>Reporting to:</b>	Learning & Participation Manager
<b>Responsible for:</b>	Freelancers

The Learning and Participation Programme at Stratford East focuses on talent development in people of all ages, taking inspiration from the work of our artistic programme. The department provides creative opportunities for people of all ages to participate in; from those who want to develop their creativity for enjoyment to those who wish to make a career of it.

## **MAIN PURPOSE OF THE POST**

This is an exciting position in a busy and friendly department. You will be responsible for part of the day-to-day administration of the Learning & Participation (L&P) department and have direct responsibility for the administration, development and smooth running of the Youth Theatre and Holiday Programmes. Our Youth Theatre programmes includes three different regular groups, Junior Youth Theatre, Youth Theatre and Stratford East Young Company.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Project Delivery**

- To oversee the setup, administration, day to day running and evaluation of our Youth Theatre and Holiday Programmes
- To be the first point of contact and offer pastoral support to individuals booked onto the Youth Theatre and Holiday Programmes
- To provide support to artists and practitioners during Youth Theatre and Holiday Programme sessions
- Liaise with freelance practitioners, staff directors, acting company, production, technical and creative teams in relation to the delivery of the Youth Theatre and Holiday Programmes
- To maximise the development and creative potential of the Youth Theatre offer

- To ensure Youth Theatre members are signposted to relevant industry opportunities
- To attend theatre trips with youth theatre members
- To produce the end of term sharing's of the Youth Theatres
- To take on assistant producer role for the Young Company summer production
- With the Learning & Participation Manager, ensure that all Youth Theatre and Holiday Programmes are Risk Assessed
- Work within allocated budgets
- Maintain and record department data including monitoring and evaluation systems
- Ensure resources are in place for L&P activity

## **L&P Administration**

- Maintain and develop relevant information databases for the department
- Compile and record data for funders, Newham Council, Arts Council England and others as required
- Ensure Health & Safety and Safeguarding requirements are met for Youth Theatre and Holiday Programmes
- Work closely with the Marketing team to ensure website copy and images are updated regularly, generate social media content and promote relevant projects and productions to schools, individuals and wider networks



- Book spaces for Youth Theatre and Holiday Programmes and other L&P activity when required
- Liaise with the Planning Manager to issue contracts for freelancers engaged on Youth Theatre and Holiday Programmes
- Process invoices and fees for all Youth Theatre and Holiday programmes
- Complete monthly department credit card reconciliation.
- Represent L&P at internal meetings and allocated working groups
- Coordinate recruitment activity for L&P Youth Theatre and Holiday Programmes
- With the Learning & Participation Manager, develop and maintain relationships with partner organisations

## **General**

- To represent the theatre at some events, conferences and meetings etc
- To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of TRSE
- As a member of the L&P team, contribute to an open, creative and collaborative culture
- To be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy

- To undertake any other duties as appropriate to the post

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and Knowledge</b>		
Confident use of Microsoft office suite on a day to day basis	X	
Excellent administration skills with a strong attention to detail	X	
Highly organised with ability to coordinate multiple projects and manage competing workloads	X	
Experience of database management	X	
Experience of basic budget management	X	
Experience of providing workshop support	X	
Experience of producing performances in a youth theatre, school or informal learning setting		X
Knowledge of safeguarding and child protection practise	X	
Knowledge of the local community in East London		X
<b>Personal Attributes</b>		
A strong interest in theatre and participatory work and	X	

commitment to equal opportunities and access to the arts for all		
A strong interest in and commitment to working with young people particularly in areas with low arts engagement	X	
Ability to work well under pressure and to take a hands-on approach, when necessary, to get the job done	X	
Able to work independently and as a team member	X	
Confidence to liaise with a range of L&P stakeholders, including young people, individual bookers, families, funders, and schools	X	
Excellent communication skills, particularly the ability to use digital technology and social media to communicate with L&P participants	X	
Willingness to work flexibly, including regular evening and weekend working	X	
Understanding of working in a diverse environment	X	

## INFORMATION

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

**Contract type:** **Part time permanent**

**Salary:** £14,913 per annum (FTE: £24,856)

**Hours of Work:** 24 hours per week, working Monday and Wednesday, and either a Tuesday or Thursday. Will including working 2pm – 10pm Monday and Wednesdays in term time. Other occasional evening/weekend work required for which an informal TOIL system is in operation

**Holidays:** 30 days per annum including bank holidays pro rata. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days pro rata

**Probation:** 6 months

**Notice Period:** 2 months (after probation)

**Pension:** Up to 5% matched pension contribution after qualifying period

**Other Benefits:** Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount

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