



Assistant Youth Theatre Director



Putney Arts Theatre, Ravenna Road, SW15 6AW | www.g64.org.uk | www.putneyartstheatre.org.uk | 020 8788 6935 | Registered Charity No. 1157481

About Group 64 Theatre for Young People

Group 64 Theatre for Young People (G64) is an inclusive young people's theatre company resident at Putney Arts Theatre. We focus on empowering young people and ensuring their voices are valued and heard, through a creative and safe environment. We work with young people ages 4-19.

We make theatre for and by young people. Over 200 young people take part in our youth theatre on a weekly basis. We run weekly theatre classes and holiday projects for children and young people, and opportunities to be involved in performance, directing and aspects of technical theatre.

We also have an education department, which works regularly with local schools, through enhancing their curriculum and inviting their children and young people to perform on our stage.

Our emphasis is on creative engagement and sparking the imagination, whilst developing theatre making and performance skills, both onstage and off. Our young people are an important part of the development of the company through a youth committee and our young directors programme.

We are dedicated to reaching and providing opportunities for children who have little access to the arts by offering free and assisted places. We regularly apply for funding so we are able to offer education projects to schools in deprivation. We have also created an environment where children who have additional needs are able to access all our programmes.

Much of our work is focused around positive mental health and this will continue to be reflected in all our work going forward.

This is a challenging and exciting time to join our team, we are in the process of developing and changing at a fast pace to ensure we meet the needs of all young people.

There may be an element of flexibility to the role and as we continue to recover from the pandemic, there may also be the opportunity to increase the role in terms of hours and responsibility going forward.

Please visit www.g64.org.uk for more information about Group 64 as a company.

Job Description

Job Title	Assistant Youth Theatre Director
Reports to	Creative Learning Director and Company Director
Terms of contract	2 days per week (Wednesday 1pm - 7.30pm, Friday 3.30pm - 7.30pm and Saturday 8.30am - 1.30pm) plus holiday projects and rehearsals.
Salary	£23,000, pro annum, pro-rata.
Holiday allowance	12 days inclusive of bank holidays.
Probation period	3 months
Notice period	6 weeks
Location	Putney Arts Theatre, Ravenna Road, Putney, SW15 6AW

Overview

The Assistant Youth Theatre Director will work alongside the Creative Learning Director to deliver a range of activities for Group 64 Youth Theatre. This will include planning and delivery of youth theatre classes, planning and delivery of holiday projects, membership administration, social media marketing and directing our Junior Young Company and Summer Show.

Key Responsibilities

Facilitation - planning and delivery of approximately 4 classes per week

Directing - our Junior Young Company 2025 and Summer Show which includes applying for rights, scheduling and planning rehearsals, designing and sourcing costumes and set, liaising with technical help.

Membership administration - to administer all Group 64 new membership applications, which includes dealing with enquiries, payments, signing new members up for free trials, and maintaining the follow-up procedure to trials.

Fundraising - being responsible for in-house fundraising for G64 (Organising end of term raffles, cake sales, production photo sales, etc)

Administration - providing excellent administration support for other members of staff.

Marketing and Social Media Management - marketing all classes and holiday projects on a regular basis, including shared responsibility for social media output.

Youth Committee - managing the G64 Youth Committee, their termly meetings and fundraising.

Holiday projects - to plan and deliver 6 of our holiday projects, ranging in length from 1 - 5 days.

Education programme - to support the education department where needed.

A message from our members

For us, Group 64 above everything else is a community, it is a place of belonging, a place to make friends, create art together, be open and inclusive with other young people. It is our safe space; we are allowed to have our own opinions and voices and the relationship between the leaders and us is one of mutual respect. It is our gateway to the creative process; giving us the opportunity to learn lots of different skills such as acting, technical skills, leadership, mentoring skills, and team work. It goes beyond being just being a member and stays with us as we become alumni. G64 manages to take theatre and remove all the unnecessary drama that comes with it and deliver a community with the intention of creating art.

We are looking for someone who is caring, compassionate and can treat us as equal. We need to feel heard and respected. The Assistant Youth Director will see the potential in us, lead by example with patience and empathy and be adaptive.

They will be enthusiastic and passionate about the arts, passing on the ability to work as a team, creating an ensemble and equal atmosphere, as well as showing us how to create work. We believe that passionate people create passion in others and that a group who are having fun will create the best work.

Person Specification

Essential	Desirable
Knowledge, understanding and passion for young people's theatre, arts education and young people's mental health	A degree in theatre or arts education, or the equivalent experience
At least 1 year of lead facilitation or co-facilitation experience	Have attended First Aid Training in the past 2 years
Directing or assistant directing experience with young people.	Have attended safeguarding training in the last 2 years
A proven ability to communicate positively and effectively with young people from a range of backgrounds and with differing needs and their families.	Experience in creating and executing a social media strategy
An ability to work calmly under pressure.	Excellent administration and organisational skills
A desire for a career in Arts Education and Young People's Theatre	Producing experience
An ability to be flexible	Experience of working with young people with additional social or learning needs.
A valid Disclosure and Barring (DBS) certificate or willingness to undergo an enhanced DBS check.	Have attended Mental Health First Aid Training in the past 2 years.
An ability to work independently and self manage your time effectively, as well as collaboratively as part of a small hard working team	A commitment to equality of opportunity, inclusion and diversity.
A commitment to the role and the young people we work with. Due to the nature of the role and organisation, this opportunity is not suitable for those pursuing acting as a profession.	

Application Process

We want everyone who believes they meet the person specification to feel comfortable and confident applying for this role. We are committed to equality of opportunity for all staff and applications from individuals regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

It is our responsibility to make the application process accessible - if you require this pack in a different format or if you would like to apply in a different way, please email Stacey Burt on Stacey@g64.org.uk

Applying

Please apply by submitting either

- **your CV and a cover letter (maximum 1 A4 page) setting out how you meet the person specification, with two professional references.**
- **or an equivalent video (no longer than 2 mins)**

by 12 noon on Tuesday 20th February to education@g64.org.uk. We would also like an equal opportunities form to be completed which can be found [here](#).

Interview Process

We will contact you to let you know that we have received your application.

If we invite you to an interview, there will be at least one 20 minute facilitation task and admin task that will take place as well as an interview. If you would like to know the interview questions in advance then we can send these to you, as well as who is on the interview panel.

Our interviews will take place Thursday 29th February 3pm or later (if you can't make this date but are interested in the role please let us know)

If you have any questions then please do not hesitate to get in contact with us.

Key Dates

Application Deadline: Tuesday 20th February at 12 noon

Interview: Thursday 29th February

Ideal start date 13th March, this however is flexible.