



Workshop Facilitator Recruitment pack



OVERVIEW

Reports to:	Workshop Producer
Salary:	Equivalent £26,265 per annum
Hours:	This is a 35-hour-a-week role worked over a variable schedule. This role requires regular weekend work. For the right candidate, we would be open to discussing an annualised hours approach, or a job share. Please make this clear at point of application, if you would like to discuss these options.
Holiday:	26 days per annum + bank holidays.
Fixed term contract:	1 year fixed term with the option to extend.

We particularly welcome applicants who are currently under-represented in the arts and puppetry sector. For further information or to discuss access requirements for your application contact us at recruitment@littleangeltheatre.com

Please head to our website to see how to apply for the position.

<https://www.littleangeltheatre.com/about-us/jobs-and-opportunities/>

About Little Angel Theatre

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

"Little Angel is nothing less than an icon of north London childhood." Time Out, 2016



CORE DUTIES

The Role

Little Angel Theatre is seeking an experienced workshop facilitator to lead a range of activities across its commercial portfolio. This role primarily deals with running workshops for 0-11 year-olds, in a variety of different settings. This role will be fully supported, and full training will be offered to the successful candidate.

This role is a varied role and we do not expect candidates to deliver all aspects of the job, we will tailor the role to the strengths of the candidate. For this role, we are particularly looking for candidates with experience working in schools, working with puppets and leading craft workshops. The successful candidate would be joining an existing team of workshop producers, working full and part-time, supported by a variety of freelance staff. This team is led by the Head of Commercial Development, with the purpose of generating income for the theatre.

This role consists of three key aspects, delivery, enterprise, and administration.



Principal Areas of responsibility:

- To work with the Workshop Producers and the Head of Commercial Development to develop new commercially driven workshops for children and families.
- To co-ordinate, plan and deliver activities for children.
- To support with the marketing and administration of these activities.

- To support with the evaluation and development of Little Angel Theatre's commercial work.
- Develop the workshops we deliver in schools, refreshing this content so it is exciting, relevant and accessible for teachers.
- To manage the workshops we deliver for our external partners, ensuring budgets and targets are hit.
- Work to develop new commercial products for Little Angel Theatre.
- Deliver workshops on and off site when required.
- To work pro-actively to highlight potential areas where we could expand Little Angel Theatre's offering and grow income.
- To support Little Angel Theatre's Adult Learning offering.

Other:

- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility and be responsible for safe and tidy storage of materials.
- To attend professional training as needed to support the delivery of the role.
- Any other ad hoc duties as and when required.
- Act in an environmentally responsible way, tailoring activities to be sustainable wherever possible.

Our performers, workshop facilitators and workshop producers contribute to activities in the following ways.

Delivery

- Leading our Baby and Toddler Classes.
- Leading Adult Learning puppetry
- Creating and leading children's and family activities.
- Performing our birthday party shows.
- Delivering craft workshops in schools.
- Teaching performance, puppetry or design for higher education.
- Designing and delivering workshops with our community partners.
- Delivering our corporate training packages.
- Leading holiday workshops.

Enterprise

- Developing new birthday party products for children's birthdays.
- Developing our school's workshop offering.
- Designing new show-based workshops for our audiences.
- Reviewing our offering and suggesting new ideas.
- Using your skills to create enterprising projects.

Administration

- Administrating and negotiating workshop bookings with schools and private clients.
- Writing copy for workshops.
- Contributing to annual planning.
- Recruiting and managing freelancers to deliver activities.
- Supporting ad-hoc projects.

Perks of the job

- Industry leading in supporting staff with a flexible work/life approach.
- Work as part of a team who are used to working with staff who are both salaried and freelance.
- Commitment to training and development.
- Generous annual leave allowance, including birthday leave.
- Chance to influence the offering with your own artistic practice.
- Free places on adult learning courses to develop your skills.
- Be part of an exciting growing organisation which has shown resilience through the pandemic.
- Complimentary tickets for you and your family.
- Cycle to work scheme.



PERSON SPECIFICATION

The appropriate candidate will possess the following traits and skills:

Essential:

- A positive attitude.
- Proven experience in arts education as a practitioner/workshop leader working with children and families.
- An interest in performance and facilitating work for children.
- Knowledge of working with children in a school setting.
- Excellent communication skills, both oral and written.
- Strong organisational skills.
- A good level of computer literacy, specifically knowledge of Microsoft Office (Word and Excel).
- An ability to work independently or as part of a team.

- Flexibility and willingness to learn.
- Being an ideas person who can take a seed of an idea and deliver a project.

Desirable:

- Puppetry performance or design skills.
- Commercial knowledge of the arts education sector.
- In date first aid qualification.
- In date CRB.
- Experience working with children with additional needs.
- Experience managing freelancers on short contracts.
- Experience of workshop design and copy writing.
- Experience in a sales environment.



APPLICATIONS

The deadline for applications is 10 am 31st Jan, 2023.

Interviews will be held on: the afternoons of the 6th or 7th of February 2023.

This role will commence in mid-March 2023.

To apply please complete the application form and Equal Opportunities form that can be found on our website.

For more information about the company please see www.littleangeltheatre.com

Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.



