

JOB DESCRIPTION



Post: Assistant Facilitator (freelance, zero hours contract)

Salary (depending on age and experience and adjusted every April):

£10 to £11.44 per hour plus 9% holiday pay

Day rate

£65 - £75 per day for holiday workshops

£120 - £140.00 per day for theatre performance days (depending on hours)

Hours: These will be on a rota basis subject to your availability

Term Time

Saturdays

9.00 am to 10.00 am Little Rascals (age 4-6 years)

10.30 am to 12.30 pm (age 7-11 years)

1 pm to 2 pm – Little Rascals (age 4-6 years)

2.30 – 4.30 pm - Age 7-11 years

Tuesday

4.30pm to 6.30 pm –

Wednesday

5.15 pm to 7.15 pm – (Age 14 to 18)

Thursdays

4.00 pm to 5.00 pm (4-6 years)

5.30 pm (age 7 – 11 years)

6.00 pm to 8.00 pm - (Age 11 – 14)

Performance Days

9 am to 10 pm on 3 weekends a year – spread across the team and agreed in advance

School Holidays

Workshops throughout holidays and half terms (dates and length agreed in advance)

Location of Classes:

- Horfield, Gloucester Rd BS7
- Westbury Park, BS6
- Stapleton BS16

Reporting to: Artistic Director

Main purpose and scope of the post

We are looking for a fun, dynamic and creative assistant facilitator to help our Drama Facilitators during Bristol Academy of Drama's termly classes, performance days and holiday workshops. The successful person would work on a rota basis (as agreed in advance). They will also assist with the backstage operation for our main productions and as Assistant facilitator for our holiday workshops. They should also be available to cover lessons where other Assistants are unwell or not able to attend.

Principle Duties and Responsibilities

The post holder will carry out the following duties and others that may be reasonably required:

- Supporting the Drama Facilitator during class by engaging in drama games to encourage engagement and working with the children in small groups as directed.

- From time to time to run drama games, exercises and small-group pieces with the potential to take a lead with certain situations
- Assist Drama Facilitator with rehearsals, and run some rehearsals on your own as directed
- Help Drama Facilitator prepare students for annual performances
- To be available on the day of the performance to assist with technical rehearsals and the show itself.
- To provide an enlivened atmosphere that encourages commitment and learning
- Recognising the needs of children and young people within the groups that you work with, responding to them sensitively.
- Maintaining a positive ethos, focused upon drama as a tool for development and growth
- Operate as an effective member of BAD's team
- Ensuring that your personal behaviour is in line with the BAD's Code of Conduct at all times
- Ensure that the children's wellbeing is a priority and ensuring you following safeguarding and child protection policy at all times
- Undertake any other duties as may be reasonably required from time to time.
- Ability to safely evacuate children from the building should the need arise.
- Attend termly staff meetings

The above list is not exhaustive and you should be prepared to undertake any reasonable task which would be relevant to the role.

Person Specification

Key Skills and Experience

- Clear DBS check, on the update service or be prepared to apply to be on the update service
- Ideally show evidence of working with children
- Experience, or willingness to learn about, working backstage in a theatre
- The ability to communicate clearly with children in an empathetic and engaging way
- Be supportive and encouraging with the children
- To be prepared to support the Facilitator during class time and show flexibility with what needs to be done
- Flexibility regarding working hours
- A genuine interest in theatre
- Being first aid trained is desirable or be prepared to undertake training
- To be available for some additional hours as required (e.g. performance days)
- Ability to cover other classes should the need arise