



Participation Assistant Job Description

Job responsibilities and duties:

- To assist and support the facilitator in ten-week terms of sessions, taking into consideration the individual needs of group members.
- To participate in activities with the young people, offering guidance to participants and challenging disruptive behaviour when needed. Assistants will help participants and facilitators achieve their creative vision, harnessing the devising skills of the group members.
- To occasionally lead warm up games and exercises appropriate for the age range of participants.
- To administrate Youth Theatre or T-Lights in school drama sessions including: taking the register, handling payments, evaluation/documentation of sessions and opening/locking up the building on occasion.
- Liaise with the Youth and Community Officer or the Creative Learning Officer about production details when working towards a show.
- To set up and clear down materials or equipment before and after the sessions.
- Work closely with the facilitator, Youth and Community Officer or Creative Learning Officer and the rest of the team to deliver pastoral care and ensure wellbeing of participants.
- Adhere to Travelling Light's ethos as well as Health & Safety, Safeguarding, Equality & Diversity and Code of Conduct policies at all times.

Opportunities:

- Opportunity to work with a professional theatre company
- Opportunity to support sessions with a diverse range of young people
- Opportunity to work towards a performance
- Support from Travelling Light's Participation Team

Key Information:

Line Management: The Youth Theatre & Louder Than Words Participation Assistants are line managed by the Youth and Community Officer. The T-Lights Participation Assistant is line managed by the Creative Learning Officer.

Session dates and times:

Youth Theatre and Louder Than Words runs for ten weeks during school term time at the following times:

LTW - Mondays 17.30-18.30 (We ask staff to be there from 17.00)

Youth Theatre 4 – 6s Wednesday 4.30 – 5.30pm

Youth Theatre 7 – 10s Thursday 4.15 – 5.30pm



Youth Theatre 11 – 13s Thursdays 6.00 – 7.30pm
Youth Theatre 14-19s Wednesday 6.00 – 7.30pm

T-Lights takes place during the school term:

Mondays 3.30 – 4.45pm

Youth Theatre Autumn Term Dates:

Participation Team Training – 13th September 2018
w/c Monday 24th September – w/c Monday 3rd December 2018
HALF TERM (no session): Monday 29th October 2018

Spring & Summer Term Dates 2019 TBC.

T-Lights Autumn Term Dates:

Participation Team Training – 13th September 2018

Autumn Term Dates – TBC with the school but likely to mirror school term dates.

Location:

Travelling Light Studios, Barton Hill Settlement, 43 Ducie Road, BS5 0AX

T-Lights takes place off site at a Whitehall School, Johnsons Road, Bristol, BS5 9AT.

Pay: This post is offered on a casual working PAYE contract at £9 per hour.

Casual staff are entitled to accrue holiday pay and eligible staff are entitled to join the Travelling Light pension scheme.

Interviews

If called to interview you will need to be available on the following dates:

Interviews – 18th – 19th June 2018