



Greenock Arts Guild Ltd
celebrates 10 years of the
Beacon Arts Centre



RECRUITMENT PACK

BEACON YOUTH THEATRE ASSISTANT ARTIST

NOVEMBER 2023



WHO ARE WE?

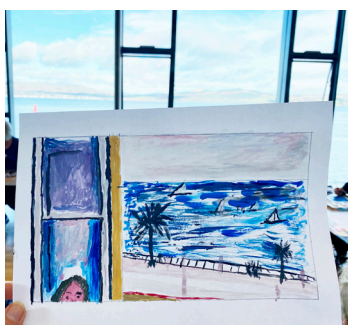
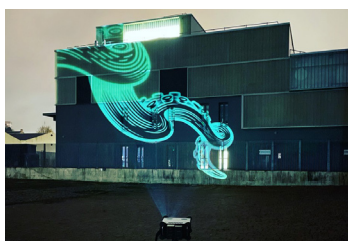
beacon
arts centre

We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.

We offer a safe and inspiring place to escape into a different world for a while; a place to connect and share new experiences through shows and activities that inspire and delight, sometimes challenge, and always entertain. From staging national productions to showcasing local talent, and from hosting theatre-based workshops to dance classes and a whole host of creative activities and events, we aim to offer something for everyone.

Our **vision** is to be Scotland's most influential, accessible and entertaining arts venue.

We passionately believe that cultural experiences are crucial to the wellbeing of individuals and communities. That's why our **mission** is to make a lasting impact through our work and to 'light up lives' by ensuring that as many people as possible have opportunities to engage with the arts in ways that are enjoyable and meaningful to them. We achieve this through our fantastically diverse programme and innovative outreach work, delivered in the local community and further afield, as well as within our inspiring building.



Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ
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www.beaconartscentre.co.uk



@thebeaconartsc



@thebeaconarts



@thebeaconarts



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WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



OUR PROGRAMME

This year Beacon Arts Centre celebrates a decade in our wonderful waterfront venue! We are incredibly pleased to mark the milestone with a year-long programme of theatre, comedy and music throughout 2023. Captivating creative activity doesn't stop there, we also have intimate performances for younger children and their families, and a range of festivals, exhibitions, classes, workshops and events.

OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. With a 4-star rating from VisitScotland, we play a vital role in supporting local tourism too.

OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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BEACON YOUTH THEATRE ASSISTANT ARTIST

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ABOUT THE ROLE

JOB PROFILE

The Beacon Youth Theatre Assistant Artist role is responsible for supporting and assisting with the effective delivery of Beacon Arts Centre's Youth Theatre programme. Our Beacon Youth Theatre offers classes and workshops to children and young people from all backgrounds and abilities between the ages of 5 and 21. In addition to regular classes, our Youth Theatre members also have the opportunity to work with visiting artists, build relationships with other drama groups and trainers, participate in local and national festivals and perform in shows and sharings in our theatre spaces.

MAIN DUTIES

- Assist with the delivery of weekly Beacon Youth Theatre sessions
- Welcome and encourage participation in workshops including all and any exercises and games
- Support the participants of the groups creatively and pastorally
- Work closely and communicate with the Lead Artist on how best to support the participants, including collaborating on the creation of weekly session plans
- Collaborate with the Lead Artist on the creation of workshops that embrace equalities, diversity and inclusion, ensuring appropriateness for age, abilities, venue and any current restrictions
- Assist the Lead Artist to maintain documents detailing requirements re. attendance times, term dates, rehearsal schedules and timetables and costumes and props for shows and sharings
- Support the Lead Artist and the Creative Engagement Team in monitoring and evaluating youth theatre activities
- Meet and greet youth theatre members on arrival and ensure their safe return to Parents/Guardians

- Attend training as required
- Be a positive role model for the participants
- Communicate any specific needs of participants to the Lead Artist or Creative Engagement Officer as appropriate

This list of responsibilities is not exhaustive and is subject to change as the organisational and department needs develop. Therefore, the post holder may be required to perform duties outwith those listed above as operationally required, but within the reasonable scope of this role.

OTHER DUTIES

- Read, understand and abide by all Beacon Arts Centre policies relating to Beacon Youth Theatre
- Carry out any other duties that may be reasonably requested by the line manager
- Complete weekly session reports required after each individual/unique session and any other necessary paperwork
- Be sensitive and appropriate in the processing of confidential data following Beacon Arts Centre's GDPR policy

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BEACON YOUTH THEATRE ASSISTANT ARTIST

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PERSON SPECIFICATION

ESSENTIAL

- Previous experience in a youth theatre leader/assistant role or similar
- Member, or eligible to become a member of the PVG scheme via Disclosure Scotland
- Demonstrable experience of delivering or assisting with workshops/classes for young people of all ages and abilities.
- Knowledge of relevant statutory and compliance matters
- A good understanding of the roles and responsibilities required to produce a high-quality youth theatre production.
- Passion for creative learning and knowledge of wide range of art forms, particularly youth arts and drama/theatre
- Good organisational and administrative skills
- Ability to prioritise workload and time manage to multiple deadlines and remain calm in periods of hectic activity
- Understanding of safeguarding procedures and working with vulnerable groups.
- Personable and confident communicator
- Previous experience in a youth theatre leader or assistant role or similar

DESIRABLE

- Qualification in/Currently studying towards a qualification in a relevant subject and/or proven professional experience
- Experience working with community groups, developing community projects and creating partnerships with organisations, community groups and individuals
- Experience and knowledge of movement/dance
- Knowledge of an additional language e.g. BSL
- Experience in marketing shows for children and young people
- Flexible and ready to contribute to other jobs as required
- Excellent verbal, non-verbal and written communication

EDUCATION, QUALIFICATIONS & TRAINING

Ideal candidates will have at least 1 year's experience delivering or assisting in the delivery of engaging and fulfilling workshops to children and young people. Qualifications in your chosen art form are desired but candidates experience will be taken into consideration.

The nature of this role constitutes as "regulated work" with children and protected adults. Therefore, candidates must be an existing member or eligible to become a member of the Protection of Vulnerable Groups Scheme.

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SUMMARY



JOB TITLE

Beacon Youth Theatre Assistant Artist

REPORTS TO

Line Manager - Creative Engagement Officer.
Workshop work led by BYT Lead Artist.

HOURS

1 day per week (10:00 - 17:00)

SALARY

Freelance day rate - £110/day

HOW TO APPLY

APPLY TO

Tessa Calder,
Finance & HR Manager
recruitment@beaconartscentre.co.uk

ATTACHMENTS REQUIRED

1. Covering letter (1 side A4 max)
2. CV (two sides A4 max)
3. Name and contact details of two referees (referees will not be contacted prior to interview)
4. Equal Opportunities Monitoring Form (available at beaconartscentre.co.uk/work-with-us)

EMAIL SUBJECT HEADING

Beacon Youth Theatre Assistant Artist

APPLICATION DEADLINE

4 December 2023

INTERVIEWS

Invited applicants will be required to take part in a workshop style audition on 6 December at 7pm in Beacon Arts Centre, you should prepare a five minute game/exercise that you can lead with a small group.

START DATE

6 January 2024

If you would like to have an informal confidential chat about the role in advance of submitting an application, please email Tessa Calder, Finance & HR Manager, at recruitment@beaconartscentre.co.uk

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact recruitment@beaconartscentre.co.uk

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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