



Summer Youth Project, Project assistant

Job description
Person specification

July 2022

Home Gardens | Dartford | Kent | DA1 1ED

Registered Office Trafalgar Entertainment Group | Ashcombe Court | Woolsack Way | Godalming | United Kingdom | GU7 1LQ



Trafalgar Entertainment is the UK's leading regional theatre specialist and part of Trafalgar Entertainment.

The Orchard Theatre is one of 12 venues within the company's current portfolio of regional theatres and concert halls, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Trafalgar Entertainment programmes more than 2,500 different shows attracting audiences of over 1.5 million.

The Orchard Theatre has established itself as one of the South East's premier theatre venues. Designed to be a flexible performance and events space, the venue can stage anything from large West End musicals to hospitality and cabaret events using the flat floor configuration. The theatre offers first class hospitality, including The Restaurant which is popular for pre-show dining where it offers a great ambience, delicious food and a welcoming team.

Summer youth project: at the Orchard Theatre we are proud of our home grown talent, every year we create a full scale production, from page to stage in two weeks. It is performed by 120 local kids who do everything from leads to ensemble lights and costume. We have a high expectation of effort and enthusiasm for all project participants.

Essential: You will be required to complete the Orchard theatre Safeguarding training, have a clear DBS and hold or make an application for a performance chaperone licence from the local authority you reside in. you will have a passion for the arts and working with young people within this field.

Employment type:	Casual
Salary:	Hourly rate TBC
Hours:	15 th -28 th August 9-7 Daily, this includes a 1 hour break split across 1 x half hour lunch and 2 x 15min tea breaks.
Work location:	You will be based at The Orchard Theatre and may be required to travel to and work at other Trafalgar venues. Approved travel expenses will be reimbursed.
Purpose of the role:	As a member of the creative learning team you will work each shift to the highest of your ability, customer service, safeguarding and service delivery to always be forefront of all responsibilities
Our ideal candidate:	Will be friendly, fast, always smiling and enjoy working in a thriving theatre and busy environment. Take pleasure in making each guests visit the best it should be
For an informal discussion contact:	Terri McCann 01322 220099 tmccann@orchardtheatre.co.uk

How to apply: Send your CV and a covering letter to tmccann@orchardtheatre.co.uk. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

You will report directly to Creative Learning Manager or Project team leader

KEY ACCOUNTABILITIES

- To work with young people attending and the creative team delivering the Summer Youth Project.
- You will provide a safe and welcoming environment for all participants, being mindful of diversity, individual ability, safeguarding and risk assessments.
- During rehearsal period you will supervise rehearsal sessions with anything up to 90 children.
- You will supervise the daylight registration and collection of all participants.
- You arrive promptly at 9am ready to take part in the creative project briefing.
- Learn the content of the show so you can assist young people with rehearsal process.
- To display ID badge at all times, signing in and out of the building via stage door.
- A flexible attitude towards the operation of all areas of creative learning.
- Adherence to all Orchard Theatre procedures and policies.
- Adherence to emergency and evacuation procedures including all relevant training, drills and briefings.
- Support with delivering food to participants and manage the running of tuck shop
- Dress in comfortable appropriate clothing, this includes show T-shirts for performances, please bring/wear dance shoes.
- Support the theatre management team and always represent the venue in a positive and professional manner.
- Set up refreshments as required.
- Set up and clear away equipment for clubs and or events.

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend and, if required, note take meetings as required.
- Adherence to all Group and Theatre Health & Safety at Work procedures, to minimise the risk of injury and accidents, personal and to others;

- To conduct oneself in an appropriate manner and to be aware that you are a representative of The Orchard Theatre at all times.
- Other related duties as may from time to time be reasonably required by the Creative Learning Manager and project supervisor
- Assist in maintaining the highest standards of service and customer care within the whole theatre.
- Establish a visible and accessible staff profile throughout the theatre in order to foster good relations and to provide support, advice and assistance to all visitors.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Essential

- A passion for providing excellent customer service.
- Lively, articulate and engaging spoken communication and an excellent manner when dealing with the public, visitors and colleagues within The Orchard Theatre and within the entertainment industry.
- Experience of working with all members of the community including though with access needs, emotional or physical needs.
- Ability to respond flexibly to changing business needs and demands and to work calmly and effectively under pressure.
- A proven track record demonstrating reliability and good timekeeping.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- Ability and willingness to work not only during the weekday daytimes, but also, as required within the Hospitality Team rota, in the evenings, at weekends, Bank Holidays and Christmas Holidays.
- A presentable, professional and approachable manner which sets an example for others to follow.

Desirable

- Enthusiasm for the performing arts and entertainment.
- Experience working with the community.

Other

- Able to undertake bar duties.
- Prepared to conform to dress code.