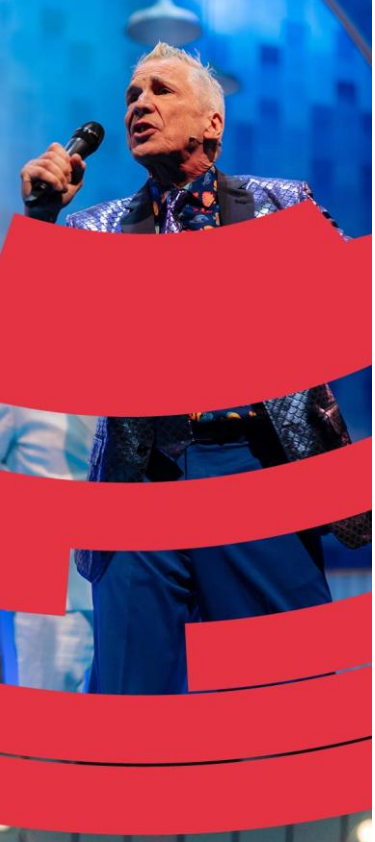
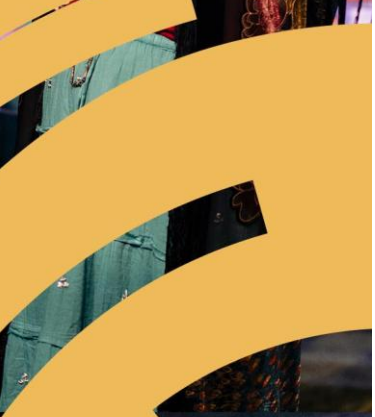




Job Description: Drama Worker

Employer:	**Hull Truck Theatre** (Fixed Term for 12 months connected to funding)
Full or Part time:	**Full time, fixed contract, connected to funding.**
Salary:	**£26,525 per annum, depending on experience. Paid monthly in arrears.**
Department:	**Creative Learning**
Line Manager:	**Associate Director**
Grade:	**Officer**
Reports to:	**Associate Director**
Reports from:	**Youth Theatre Assistants, Participants, Freelance Staff**
Responsible for:	Running high quality drama workshops and projects in schools, the community and at the theatre.
Deadline for applications:	**Monday 7th September 10am**
Interviews will be held:	**Monday 14th September** (As this role's primary purpose is practical workshop delivery, the interview day involves applicants leading a brief in-person drama workshop as well as a formal interview.)
Estimated Start Date:	ASAP

Hull Truck Theatre is a **Disability Confident Employer**.

It is widely known that people who experience barriers to employment in the Arts, due to factors such as race, gender, ethnicity, disability, or people from a working-class background, are more likely to assume that they are not the right person for a role like this. We warmly encourage you to apply.

If any of this process is inaccessible to you, please get in touch through recruitment@hulltruck.co.uk and let us know how you would like to apply e.g., by video. We will work with you to accommodate your request as best we can.

Drama Worker role:

The Drama Worker will be responsible for planning and delivering key parts of the theatre's Creative Learning department including planning and delivering workshops in schools, the community and at the theatre, running

youth theatre sessions and working with a range of participants in a range of settings including participants with additional needs or learning disabilities.

The Drama Worker's day-to-day work primarily involves leading exciting and enjoyable drama workshops as well as administering their work and the department's work to a high standard.

Hull Truck Theatre's Creative Learning work includes Youth Theatre, outreach, community engagement, schools work, and bespoke learning & participation projects.

As well as this fixed-term position, the Creative Learning team is currently made up of the Associate Director, two Drama Workers and Community Partnership Coordinator. All members of the Creative Learning department work across all areas of the department and are expected to make all our work accessible to all sectors of the community.

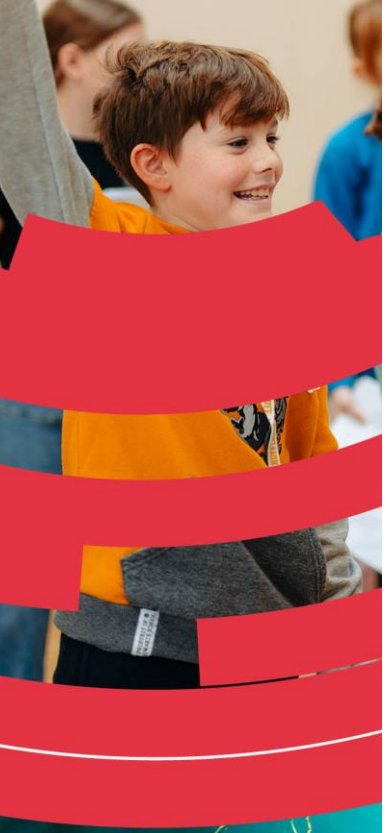
Post Responsibilities

Artistic

- To plan, prepare and deliver high quality theatre workshops and projects with a wide age range of participants in formal and informal settings such as schools and community spaces. (These include but are not limited to projects with young people, adults of all ages, families and diverse communities including participants with additional needs or learning disabilities.)
- Running youth theatre sessions at the theatre and beyond, and when appropriate, directing youth theatre productions, taking them from the ideas stage through to performance and evaluation.
- To work with the Associate Director (Creative Learning) and wider team to contribute to the delivery and operational development of the Creative Learning Programme
- To ensure all of projects are planned and delivered in the most inclusive way possible.
- To deliver school holiday projects for children, young people and adults
- To contribute to the theatre's commitment to deliver Arts Mark and Arts Award. (artsmark.org.uk / www.artsaward.org.uk)

Operational

- To participate in all operational and administrative aspects of the Creative Learning department including participant correspondence, member payments and keeping accurate records of personal information/attendance in accordance with the company's GDPR policies.
- To schedule sessions and ensure all spaces are booked and suitably arranged.



- To maintain a strong working relationship with the wider Hull Truck Theatre team, ensuring that accurate and timely information is provided to ensure activities run in the most effective way possible.
- To work with the Communications team to ensure that all activities are suitably publicised, newsworthy activity is profiled and that young people and community participants inform marketing strategy and web content where appropriate
- To administrate projects to the highest possible standards including record keeping and communication
- To ensure that all sessions are carried out in a safe and inclusive environment in compliance with the Theatre's Health and Safety and Safeguarding policies
- To assist with the preparation of resource packs for schools, colleges and community groups to enhance their engagement with the work we produce and present
- To assist with work experience and placement programmes
- To be an ambassador for Hull Truck Theatre in the local community and at regional/national cultural learning networks
- To contribute to new fundraising initiatives, new income stream opportunities and to contribute to the evaluation of projects for funders
- To maintain an up-to-date awareness of the subject area, educational/industry advances, and personal and professional development

Financial

- Operationally managing the spend of specific budgets set by the Associate Director.
- Sourcing quotes, recording petty cash, raising purchase orders, ordering of supplies and services in accordance with budget provision, chasing, processing and filing invoices including updating records of expenditure.

General duties

- To attend training courses and development opportunities as required.
- To work within, promote and comply with current legislation and Hull Truck Theatre's policies and practices, including on Equality, Inclusion, Safeguarding and Health & Safety both in the delivery of services and the treatment of others and ensure adherence to these policies by freelance workers.
- The Health and Safety at Work Act and other associated legislation places responsibility for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable

care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the company's Health and Safety Policy.

- To promote, develop and comply with the Theatre's Green policy practices to lessen the environmental impact of Hull Truck Theatre.
- Play an integrated role in the company through pro-active and regular communication – both formal and informal - with other staff.
- All employees are expected to take positive action to promote Equal Opportunities in all aspects of the work of Hull Truck Theatre.
- The above duties may involve having access to information of a confidential nature that may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.
- Occasional travel to performances and rehearsals outside Hull –as required.
- To always act in the interests of Hull Truck Theatre.
- Complete any other delegated task that may assist the Company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Personal Specification

Essential

- At least two years' experience of devising, developing and delivering drama projects for young people and/or adults in a theatre, education or community setting.
- Experience of delivering co-creation projects (activities in which the creative process is shared between practitioner and participants, rather than a teacher/student relationship) with a range of groups.
- Skills in time management and an ability to manage multiple projects
- An understanding of contemporary theatre and drama practice
- The ability to work with initiative, flair and creativity
- Good organisational and communication skills
- The flexibility to get the best from participants with a wide range of needs and backgrounds
- The ability to liaise with external organisations and relevant groups
- Administrative skills, including basic computing and database skills, report writing, and other requirements of project planning, delivery and evaluation
- Flexibility and willingness to embrace change
- Excellent team worker, supporting the work of colleagues as well as inviting support and input in return

- Knowledge of safeguarding issues, particularly in relation to vulnerable young people

Desirable

- Experience of working in a producing theatre
- Experience of working with young people and adults with learning disabilities
- Trained Arts Award Advisor
- Proficiency in the use of Word, Outlook and Excel and willingness to learn other computer packages used by the theatre

Terms and Conditions:

This role is appointed on a **12-month fixed-term contract**, established specifically for the delivery of activity supported by **external project funding and the generation of earned income through Creative Learning work.** Employment in this post is **contingent upon the continuation of that funding and the achievement of projected income levels**, and the contract may be amended or ended early should either funding or income materially reduce, cease, or change, in accordance with organisational policy and statutory requirements.

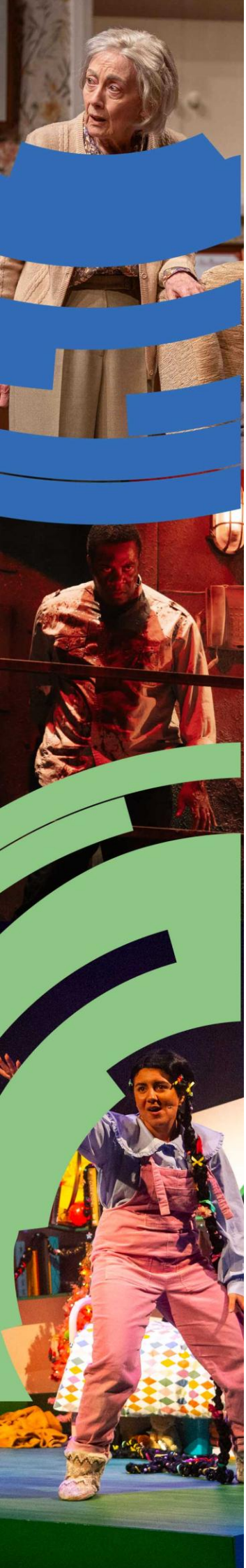
Hours of work:

It is imagined this is a permanent, full-time post working 37.5 hours per week (Tuesday to Saturday) with 30 minutes/1 hour unpaid break each day (however please do suggest other working patterns and possible fractional options). Normal hours of work are Monday to Friday, core office staff are usually expected to work these within the hours of 8:30 and 6:30pm (to be agreed) with some evening work around shows.

Flexible working:

Hull Truck Theatre wants to support a positive work-life balance for staff. Flexible working requests welcomed. Although the Theatre's centrally located building remains our primary place of work, we are currently trialling hybrid/flexible working - including the potential to request working up to 40% of hours from home – **for applicable roles.**

The post-holder will be expected to offer reasonable flexibility in their working arrangements in order to fulfil the duties they have been employed to perform. There may be occasional



	evening and weekend work, such as attending the Theatre's press and guest nights.
Overtime/TOIL	No overtime is payable, although Time Off in Lieu (TOIL) for weekend overtime will be given if approved in advance with the Executive Director.
Probation	There is a 2-month probation period during which time the notice is 1 month. Upon confirmation of appointment, after a successful probationary period, the employee is required to give 2 months' written notice to the Company and the Company will give 1-month written notice to the employee. After 4 years' service, 1 additional week's notice is required for each additional year of continuous service, up to a maximum of 12 weeks.
Safeguarding	This role involves regular, direct work with children, young people and vulnerable adults. Appointment is therefore subject to an enhanced Disclosure and Barring Service (DBS) check**,** including checks against the relevant barred lists. Continued employment is conditional upon maintaining a satisfactory DBS status and complying with all organisational safeguarding policies and procedures.
Holiday	33 days per annum (including public holidays). Pro rata part time working. The theatre is open over Christmas/New Year (except Christmas Day, Boxing Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.
Leave	Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.
Pension	Hull Truck Theatre operates an auto enrolment pension scheme through Now Pensions. Further details are available on request.
Tickets	Staff are entitled to tickets for Hull Truck Theatre productions (subject to conditions) and discount at the Theatre's café bar run by Shoot The Bull.
Right to Work	On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

Inclusion and Equality

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

Environmental sustainability

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

Background Information

OUR MISSION

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

OUR VISION

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

OUR VALUES

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

· Creative and Collaborative,

· Imaginative and Inspiring,

· Accessible and Relevant,

· Resilient and Sustainable.

"*We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity.*"

Mark Babych, Artistic Director

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (Stage 1 – 426 seats and The Godber Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull's local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We're delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.

In 2022 we celebrated 50 years of Hull Truck Theatre. Taking a look back at the theatre's journey since 1972 to the present, whilst also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

HULL TRUCK THEATRE GRATEFULLY ACKNOWLEDGES SUPPORT FROM

Supported using public funding by ARTS COUNCIL ENGLAND

Funded by UK Government

Hull City Council

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