

Job Summary

DIRECTOR OF TAKING PART

Responsible to: Executive Director and Artistic Director

Responsible for: Head of Learning, Head of Neighbourhood Theatre, Head of Participation and Taking Part Assistant.

Salary: £44,000-46,000 (depending on experience)

Contract: Permanent

Hours: Full Time. Office hours are 10am to 6pm Monday to Friday
Frequent evening and occasional weekend work will be required.

Holiday: 25 days per annum, rising by one day per full financial year served to a maximum of 30 days.

Probation Period: 6 months

Notice Period: 2 months during the probation period, 3 months thereafter

Disclosure: This post requires an enhanced disclosure of all criminal record information via the Disclosure and Barring Service.

Key Objectives: To lead the Taking Part team. To take responsibility for the development and delivery of a programme of participation, creative learning and neighbourhood theatre work which inspires and nurtures creativity, broadens access to the theatre and promotes closer links between the Young Vic and the community (in the boroughs of Lambeth and Southwark and beyond). To contribute to the overall strategic development of the theatre as a member of the Senior Management team.

Job Description

DIRECTOR OF TAKING PART

Main Responsibilities:

Taking Part Leadership

- Devise and deliver a wide-ranging and year-round programme of Taking Part work encompassing Learning, Participation and Neighbourhood Theatre activity.
- Through this programme ensure there are a range of relevant and dynamic learning, participation and community engagement opportunities at the Young Vic for children, young people and adults.
- To build strong and innovative partnerships with community, arts, education, public and other organisations locally and nationally to ensure work that is relevant and impactful.
- Ensure effective and accurate long-term planning of projects and resources for the Taking Part department.
- Liaise with other Young Vic departments regarding the scheduling of department projects in performance and meeting spaces.
- Develop and deliver Young Vic Unpacked, our new initiative to take high quality work to non-theatre venues in Lambeth and Southwark.

- Oversee projects delivered by the Head of Learning, the Head of Neighbourhood Theatre and the Head of Participation.
- Monitor and manage the department's annual budget.
- Provide project support for individual projects across the department as needed. E.g. workshops, etc. for all project strands.
- Recruit and manage community chorus participants in Main House productions.
- Participate actively in the delivery of the theatre's access strategy including engaging relevant audiences for Relaxed Performances.
- Act as Safeguarding Lead for the Young Vic.
- Implement and oversee the system of pastoral care for all young people and vulnerable adults who take part in Young Vic activities as per special responsibilities laid out in the Young Vic Safeguarding Policy.

Reporting and Monitoring

- Create reports for the Young Vic Board, Arts Council England and all/ any Taking Part project funders as required.
- Ensure the theatre's Annual Report is up-to-date with Taking Part project narratives and statistics.
- Compile the department's Annual Review.

- Ensure the implementation of monitoring and evaluation procedures are adhered to as well as up to date records relating to equal opportunities for all departmental activities.
- To develop and contribute to all processes required for evaluating the Taking Part department's work.

Fundraising

- Collaborate with the Development department to identify and cultivate Taking Part funders, attend meetings and contribute written and statistical information to funding proposals as required.

General

- Represent the department at internal and external meetings.
- Remain abreast of sectoral best practice in participation, creative learning and community engagement in the performing arts.
- Remain abreast of writers, directors and other artists working in London and across the UK.
- Remain abreast of Department of Education, DCMS and Arts Council England strategy and policy, and across curriculum developments
- Work with the Artistic Director and Associate Artistic Director on the use of the Clare space.

- With the Executive Director, ensure that the Safeguarding Policy is adhered to.
- Provide support with regard to the Young Vic's productions on tour as appropriate.
- To lead on work experience activity taking place at the Young Vic.

Staff Management

- To oversee the Young Associates scheme.
- Set objectives for the Taking Part team, monitor performance and carry out regular staff appraisals.
- To oversee the recruitment for the Taking Part team, following Young Vic best practice.
- Organise and lead weekly departmental and one-to-one meetings.
- Support the Young Vic's efforts in workforce diversity and sustainability, and promote these initiatives both internally and externally.
- To be responsible for Health and Safety within the remit of the Taking Part programme and to ensure all relevant staff are DBS checked, trained in H&S and evacuation procedures and are appropriately skilled and experienced for the projects they are employed for.

Other

- To oversee the Young Vic's use of the Platform Space.
- To be an active and supportive member of the Young Vic Senior Management and wider staff team.
- To remain abreast of and advise the Executive and Senior Management team on current trends and best practice in creative learning, participation and community engagement.
- To be familiar with and personally responsible for acting within the Equality, Diversity and Inclusion Policy of the Young Vic, the Dignity and Work Policy and all other Young Vic company policies.
- To provide the highest level of customer and audience care and service at all times.
- Any other reasonable duties that arise to fulfil the objectives of the Young Vic.

Additional Information:

- Regular evening and weekend work will be required.

Person Specification

DIRECTOR OF TAKING PART

Essential Skills / Experience

- Significant experience (minimum 3 years) developing and leading public engagement, community development and/or creative learning projects in the performing arts.
- A proven track record of devising and delivering complex projects with young people; members of the community; and artists.
- A passion for creative learning and outreach work, and a commitment to its work, ambitions and objectives.
- Knowledge of a broad range of cultures and traditions, and ability to work with people from a wide range of backgrounds.
- Enthusiasm for outreach, engagement, training, mentoring and support of emerging talent.
- A proven knowledge of contemporary arts education or community development practice, or equivalent transferable experience.
- An understanding of and commitment to Safeguarding best practice.
- The proven ability to communicate clearly, confidently and creatively both in writing and in person.
- Experience of setting and managing budgets.

- Experience of project management, monitoring, evaluation and report writing.
- Significant experience of managing full time and freelance staff.
- The ability to work under pressure.
- The ability to work as part of a team and on own initiative.
- Fluent IT skills including knowledge of Word, Excel, Outlook.
- Experience of theatre administration or production.

Desirable Skills / Experience

- Experience of work in a producing theatre.