

Job Summary

YOUNG VIC YOUNG ASSOCIATE – TAKING PART AND DIRECTORS PROGRAM

The Taking Part and Directors Program Young Associate will work with both the Taking Part and Directors Program departments. The Taking Part and Directors Program Young Associate will be managed by Lorna McGinty, Participation Producer when with Taking Part and by Tia Begum, Directors Programme Administrator when working in the Directors Program.

You will be working alongside two small teams made up of Associate Artistic Director, Genesis Fellow/Associate Director, Directors Program Administrator, Director of Taking Part, Taking Part Administrator and three Taking Part Producers.

Taking Part is our Creative Engagement Department that works with young people, adults, schools, and our local community. We engage with over 15,000 people per year, providing free tickets to all our shows and free creative and artistic opportunities to our participants.

Our three strands, Learning, Participation and Neighbourhood Theatre create work that is the beating heart of our organisation. You can find out more here:

<https://www.youngvic.org/taking-part>

The Young Vic has been running the **Directors Program** for over twenty years, offering directors and theatre makers a unique opportunity to exchange experiences with peers and be part of the Genesis Network of over 1,500 directors, theatre makers, designers and producers working and living in the UK. You can find out more here:

<https://directorsprogram.youngvic.org/>

Both teams offer activity and engagement opportunities that may be delivered in person, online through Zoom, or a combination of both.

Responsible to: Participation Producer / Directors Program Administrator

Salary: £14,428 for 9 months (£19,237 pro rata)

Hours: 10am – 6pm weekdays, four days a week, Monday – Thursday with the possibility of flexibility in working days. Regular weekend and evening work will be required.

Key objectives: To support the work of the Taking Part and Directors Program teams, engaging a wide range of community members, young people, emerging artists, and professional directors in the work of the theatre. To contribute to the creative delivery of Taking Part and Directors Program projects and productions.

Job Description

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Role and Responsibilities:

Taking Part

- Work closely with the Taking Part team to train in the work of community producing and artistic output.
- Liaise with the Producers about relevant work around the production(s).
- Contribute to the design of programmes and activities for community groups, young people and schools and colleges; this may include workshops, on stage events and Q&A sessions.
- Work on recruitment of artists to run our programme of work.
- Liaise with schools and colleges, community groups and young people to organise participants for our programme of work.
- Schedule programme of work, including booking of spaces for activities.
- Manage participants when they are at the Young Vic, ensuring everyone is welcome and adhering to health and safety regulations.
- Allocate free tickets to community groups / individuals.

Directors Program

- Work closely with the Directors Program Administrator and support them co-ordinate and administrate activity and opportunities.
- Provide administrative support on a range of Directors Program creative workshops, discussions, and activities.
- Before and during workshops provide support to the artists leading the workshops to ensure they have resources or information needed.
- Provide administrative support to 'Five Shorts' project which provides directors with the opportunity to make a short piece of work. This will include setting up meetings, contracting artists and tracking returned contracts/invoices.
- Provide administrative support during recruitment process for our Jerwood Assistant Directors and Boris Karloff Trainee Assistant Director.
- Liaise with other departments in the building to ensure smooth running of projects.
- Support the maintenance of the Directors Program website with up to date copy and new sign ups.
- When projects are in person support the organization of rooms, refreshments, materials for workshops and events.
- Allocate funded tickets to members of the Genesis Network and ensure that all performances are attended.

General

- Attend mentoring meetings.
- Attend departmental and update meetings.
- Any other work needed to support the work of the Young Vic.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- To actively participate in our company wide Anti-Racism work.
- To participate in a bespoke programme of Continued Professional Development (CPD).
- To collaborate with other Young Associates across the organisation.

Person Specification

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Programme Criteria

- All applicants must be aged between 18 - 25.
- You must live in Southwark or Lambeth.
- You must have the right to live and work in the UK.
- You must be able to commit to the programme from September 2021 – May 2022 for four days a week.
- You must hold a current DBS certificate, or be willing to obtain one.
- You must hold a current passport or be willing to obtain one.

Skills Required

- Commitment to working within the wider community.
- Excellent communication skills and a supportive team member.
- Some experience with Microsoft Office.
- Attention to detail.
- Ability to work on your own initiative.
- Reliability.
- Ability to work under pressure on occasion.
- A desire and willingness to learn.
- An interest in theatre and the arts.
- An interest in producing work for everyone.
- Ability to be collaborative.