

HALF MOON YOUNG PEOPLE'S THEATRE

JOB DESCRIPTION – CREATIVE LEARNING ASSISTANT

Reporting to – Head of Creative Learning

The post holder will assist with all aspects of the company's Creative Learning work, including the administration of participatory youth, schools and community programmes.

Specific Areas of Responsibility

Creative Learning

- Support the delivery of Creative Learning programmes through updating databases, compiling evaluation material, and maintaining contacts with young people and their families
- Take responsibility for collating resources for programmes at Half Moon and in the community
- Update the Company's website, Facebook, Twitter and other social media
- Provide pastoral support to young people at Half Moon and in some community venues, including liaising with parents and carers

Development

- Assist with fundraising applications and reports for Creative Learning projects

Front of House responsibilities:

- Act as Duty FOH Manager for some youth theatres, including working some early evenings (to 9pm) during term-time
- Act as Duty FOH Manager and/or Usher, for some professional theatre performances
- Support the running of events in the building
- Take responsibility for security and locking up when on duty.

General Administration:

- Act as first point of call for visitors and telephone and email enquiries
- Undertake some day-to-day Box Office bookings
- Record statistical data for the company's Creative Learning activity
- Assist all staff members in all areas of the company's portfolio within the broad remit of that post holder's portfolio.

General Responsibilities (alongside all Half Moon staff):

- Keep abreast of current practice and developments in the arts, youth, disability and education sectors
- Develop and maintain contacts in line with the company's aims, liaising closely with the community, local businesses, schools/colleges and other arts organisations.

PERSON SPECIFICATION

Essential

- 5 GCSEs including English and Maths
- A level of equivalent qualifications
- Two years' experience as a participant and/or employee (including part-time, casual work) in theatre/arts/youth centre environment

- Evidence of excellent interpersonal skills, including confident telephone manner
- Good oral and written communication
- Strong IT skills including Word/Excel/Access/Photoshop/Wordpress/Publisher/Mailchimp (or other email marketing system)
- A high level of numeracy and confidence handling money and statistical data
- A willingness to work flexible hours, as stated above, plus other occasional variations to days/times as ad-hoc venue activities arise
- Ability to use initiative and work independently
- Some experience of working successfully as part of a team
- An interest in working in direct contact with young people, their parents/carers and members of the public.

Desirable

- Experience of participating in culturally and socio-economically diverse communities and inclusive settings
- Demonstrable local knowledge of Tower Hamlets
- Degree or equivalent

This is a six-month placement through the Government's Kickstart Scheme, with training from Creative Access.

25 hours per week contract paid at London Living Wage.