

Introduction to the Stephen Joseph Theatre

The Stephen Joseph Theatre (SJT) is a producing theatre based in Scarborough; it has a national and international reputation, pioneered by playwright and director Alan Ayckbourn (whose work continues to be premiered here) but now sustained and developed through a wide-ranging programme of high-quality theatre, film, music and comedy designed to offer audiences the broadest possible choice. For local audiences and the thousands who visit this beautiful part of the world every year, SJT provides year-round entertainment: diverse, funny, surprising, visually daring and packing a big emotional punch.

Alongside the programme of work on its stages, SJT also provides an extensive participatory programme, working across the borough and with all ages and communities: a youth theatre programme for anyone aged from 0 – 21; a series of cross-generational dementia workshops which are acclaimed within the industry; online script development sessions and community choirs.

SJT benefits from its proximity to the beautiful North Yorkshire coastline as well as the North York Moors and the Yorkshire Wolds. Scarborough was the first British seaside resort to be established in England and remains one of the UK's most visited destinations. It is now undergoing a renaissance – fuelled by the growing desire for a better work/life balance and by an increasing level of investment in the borough from independent businesses, a broadening tourism offer reaching out beyond the traditional British seaside visitor and through Government funding.

SJT is currently led by Joint CEO's Paul Robinson (Artistic Director) and Caroline Routh (Executive Director), who have placed the company on a firm financial footing whilst at the same time building a strong artistic programme that has secured a significant increase in audiences and developed new relationships. This has ensured that SJT is now emerging from the pandemic in a strong position, able to plan for its future with confidence.

The SJT is an Arts Council National Portfolio Organisation and is also in receipt of annual funding from Scarborough Borough Council.

Our Vision

We at the SJT believe that culture provokes interest and fires our imaginations; that sharing our experiences and our stories helps build communities and that collaboration builds a compassionate and engaged society.

Our role is to give everyone the opportunity to discover and celebrate their creativity.

In short, we believe that this is yours.

Our Building

Our theatre is housed in a converted 1936 Odeon cinema building, opposite Scarborough railway station and comprises:

- The Round, a 400-seat theatre space in the round.
- The McCarthy Theatre (The Mac), a 165-seat proscenium arch theatre that also serves as a cinema.
- Rehearsal room, scenic workshop, wardrobe and store.
- Creative Engagement rooms, including dedicated studio space and classrooms.
- The Ramsay Reading Room.
- The Boden Room, a flexible function room.
- Bar and lounge, providing a flexible space for use by audiences and for events and the home of Eat Me Cafe.

Creative Engagement Strategy

Following detailed audience development work, a new artistic vision ('this is yours') and a revitalised approach to the Arts Council's *Let's Create* strategy, a new set of strategic priorities for the department have emerged:

1. To generate a theatre-wide Creative Engagement programme which responds to and informs the artistic framework.
2. To enhance the theatre's civic role within the borough of Scarborough and to support the town's wider economic regeneration.
3. To support our communities on their journeys and aim to develop sustainable relationships and trust via open dialogue, co-creation and strong partnership working.
4. To demonstrate a long-term, strategic commitment to particular communities (e.g. Eastfield, town centre) with a project-led and flexible approach which responds to well researched community need.
5. To promote the power of creativity to inspire and unite our communities whereby the creativity of each of us is valued and given the chance to flourish.
6. To adopt an inclusive approach which is actively diverse and embedded in our most disengaged communities.
7. To prioritise professional development particularly to young people under-represented in the arts; the opening of entry routes to on- and off-stage roles and a cohesive pipeline for (and signposting to) the emerging talent in Scarborough borough.
8. To act as a key audience engagement driver which is actively seeking to involve, co-create with and empower (not just deliver to and inform) our communities.
9. To be outward facing and partnership minded – local, regional, national, cultural, cross-cultural and non-cultural.
10. To adopt a balanced approach between our three general priorities: audience development, developing creative people and as an agent for social change.

Young Talent Director Job Description

Job Title: Young Talent Director
Line managed by: Head of Creative Engagement
Line manages: n/a

Job Purpose:

The Young Talent Director is a key role in the Creative Engagement department. The role leads on all aspects of the SJT's youth theatre and young talent offer, providing a cohesive pipeline for the emerging talent in Scarborough and creating, managing and / or delivering workshops and projects in a variety of settings.

Key Duties and Responsibilities

Youth Theatre

- In consultation with the Head of Creative Engagement, to set the strategic direction of the SJT's Youth Theatre offer, in line with the theatre's wider vision and mission.
- To oversee delivery of and / or deliver all Youth Theatre activity.
- To support the Head of Creative Engagement in the recruitment, induction and development of freelance practitioners as required.
- To lead on participant recruitment to ensure it is diverse and actively recruiting from the most disengaged communities.
- To lead on the administration, reporting and monitoring requirements of the SJT's' Youth Theatres.
- To act as the public face and first point of contact for the SJT's Youth Theatre programme.
- To oversee and provide appropriate pastoral care for Youth Theatre participants.
- To organise and supervise Youth Theatre visits to performances and events at the SJT.
- To work with the Programme Manager to ensure that all resources and materials are prepared for Youth Theatre sessions and that spaces are appropriately set up and fit for purpose;
- As required, to direct Youth Theatre productions and Community projects / productions.

Talent Development, Workshops and Projects

- To support the Head of Creative Engagement in developing a broad and cohesive pipeline for the emerging talent in Scarborough borough by sourcing and delivering development opportunities across professional and non-professional activities.
- To deliver a relevant work experience programme and help connect aspiring talent to developing experience and to vocational opportunities within the sector.
- To create, manage and/or deliver workshops and projects in a variety of settings.
- To create appropriate resource packs for teachers and deliver workshops for schools and colleges, as required.
- To deliver partnership contributions for Coventry University Scarborough Campus (CUSC).
- To lead tours of the theatre for relevant groups.
- To contribute to the planning, administration and evaluation of projects in collaboration with the rest of the Creative Engagement team and partner organisations.

Other

- To work with the Creative Engagement and Marketing teams to maintain the department's social media output and, where relevant, to create content for those platforms;
- To contribute to the production of marketing materials, as appropriate.

Company Responsibilities

- To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- To attend organisational meetings/rehearsals, as required.
- To undertake other tasks and duties as may reasonably be requested.

About role statements

As SJT evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such, staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

PERSON SPECIFICATION

Essential

- At least one year's experience working professionally in the performing arts or education sectors.
- Experience of creating, managing and delivering high quality, theatre-based activities and projects, with children and young people.
- A passion for the performing arts.
- Excellent administrative and organisational skills.
- Experience of successfully multi-tasking in a busy work environment across a range of different priorities.
- IT proficient with a strong, demonstrable working knowledge of Microsoft Office.
- A creative approach to problem solving.
- Excellent interpersonal skills with the ability to communicate effectively with individuals at all levels.
- A commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion.
- A commitment to safeguarding and child protection.
- Ability to act on own initiative and collaboratively, depending on the task.

Desirable

- Experience of directing theatre for, with and by children and young people.
- Experience of working with diverse communities and participants.
- Experience of marketing and of using social media to promote programmes.
- Educated to degree level or with equivalent professional experience.
- Track record in developing and managing relationships with a wide range of stakeholders.

TERMS AND CONDITIONS

Salary:	£22 - 25,000 pa dependent on experience.
Contract:	Full time, permanent
Probationary period:	Six months
Notice period:	Two months
Hours:	37.5 per week. No overtime is payable, but time off in lieu for excess working hours may be agreed with the line manager. This role will require evening and weekend working
Pension:	The company operates an auto-enrolment pension scheme in line with current government legislation.
Holiday Entitlement:	25 days per annum.
Place of work:	Stephen Joseph Theatre, Scarborough.

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to Scarborough Theatre Trust
- Evidence of the right to work in the UK as defined by the Home Office
- A valid DBS check

APPLICATION PROCESS

Thank you for your interest in the role of Young Talent Director here at SJT.

If you are interested in applying for this role, please send a copy of your most up-to-date CV together with a letter explaining what attracts you to this position and evidence of your ability to fulfil the role and to meet the person specification.

Please also include the name and contact details of two referees who know you in a working environment; where applicable one of these should be your current or most recent employer. We will not take up references before interviews and only after notifying you.

Please let us know of any access needs you may have at any point in the recruitment process and we will work with you to ensure those are met. We will also ensure that access requirements are not a factor in our decision-making process.

In addition, to help us monitor our equal opportunities plan, we would be grateful if you could complete an Equal Opportunities Monitoring form. When your application is received, this form is removed and is not used during the short-listing process.

We are happy to have an informal conversation about the role or about the application process in advance of an application being made; if this would be helpful please contact Caroline Routh either on 01723 326612 or via email on jaye.lewis@sjt.com

Applications should be addressed to Jaye Lewis, Executive Assistant and sent via email to jaye.lewis@sjt.uk.com with "Young Talent Director" in the subject line by 5pm on 14 October 2022.

First round interviews will be held at the Stephen Joseph Theatre on 11 November 2022 and travel expenses will be reimbursed. If you are unable to attend the interviews in person we will offer the option of an interview digitally but the role will not be offered until the candidate has had the opportunity to visit the theatre.