



Group 64 Education Lead and PAT Theatre Administrator



Putney Arts Theatre, Ravenna Road, SW15 6AW | www.putneyartstheatre.org.uk |
www.g64.org.uk | 020 8788 6943 | Registered Charity No. 1157481

About Putney Arts Theatre

Putney Arts Theatre is an inclusive performance venue, providing creative and supportive theatrical opportunities for young people and adults, an inspiring space for its resident companies, a welcoming atmosphere for guest performers, and high quality, involving entertainment for the local community.

Currently celebrating our 60th year, Putney Arts Theatre is a community arts space in the heart of Putney. Occupying a converted church we are home to two resident companies: Group 64 Theatre for Young People and Putney Theatre Company, an adult amateur theatre group. Our two companies stage around 20 productions in house every year. Our venue is available for hire and we also provide space, often in kind or at a discounted rate, for community groups, artists, comedy nights and one off performances.

We are a small, but active, local arts hub with one full time General Manager supported by a large number of volunteers.

About Group 64 Theatre for Young People

Group 64 Theatre for Young People (G64) is an inclusive young people's theatre company resident at Putney Arts Theatre. We focus on empowering young people and ensuring their voices are valued and heard, through a creative and safe environment. We work with young people ages 4-19.

We make theatre for and by young people. Over 200 young people take part in our youth theatre on a weekly basis. We run weekly theatre classes and holiday projects for children and young people, and opportunities to be involved in performance, directing and aspects of technical theatre.

We also have an education department, which works regularly with local schools, through enhancing their curriculum and inviting their children and young people to perform on our stage.

We are dedicated to reaching and providing opportunities for children who have little access to the arts by offering free and assisted places. We regularly apply for funding so we are able to offer education projects to schools in areas of social deprivation. We have also created an environment where children who have additional needs are able to access all our programmes. Much of our work is focused around positive mental health and this will continue to be reflected in all our work going forward.

This is a challenging and exciting time to join our team, we are in the process of developing and changing at a fast pace to ensure we meet the needs of all young people.

Job Description

Job Title	Group 64 Education Lead and PAT Theatre Administrator
Reports to	Company Director and General Manager
Terms of contract	Full time 37.5 hours a week flexible working required. The equivalent of 3 days or 0.6 will be spent working as Group 64 Education Lead and the equivalent of 2 days a week or 0.4 will be spent on PAT Administration.
Starting salary	£26,000, pro annum
Holiday allowance	28 days inclusive of bank holidays.
Probation period	3 months
Notice period	6 weeks
Location	Putney Arts Theatre, Ravenna Road, Putney, SW15 6AW

This position is open to a job share or to applications from those who only wish to be considered for the the 0.4 PAT Theatre Administrator or the 0.6 Group 64 Education Lead. Note flexible working is required.

Overview

The Education Lead will deliver Group 64's Education Programme with support from the Company Director. This will include workshop planning and delivery, liaising with teachers and developing new ideas for the education programme. They will play an important role in the Group 64, facilitating classes and running holiday projects. As theatre administrator they will also provide excellent administration and marketing support for Putney Arts Theatre. This will include: liaising with parents, teachers, volunteers and the general public, providing cover during times of absence of other staff members, and acting as duty manager. This is an exciting time to join our theatre as we plan towards Wandsworth being London Borough of Culture in 2025.

Key Responsibilities Education Lead

- **Education projects** - to plan and deliver education projects to local schools
- **Facilitation** - planning and delivery of approximately 4 classes per week in the Group 64 Youth Theatre
- **Administration** - providing administrative, marketing and social media support for Group 64
- **Holiday projects** - to plan and deliver 6 of our holiday projects, ranging in length from 1 - 5 days, dates of projects are subject to negotiation. To assist on residential projects when required.

Key Responsibilities PAT Theatre Administrator

- Maintenance of office and information systems
- Supporting marketing and social media for Putney Arts Theatre
- Maintenance of public areas and ordering stock and supplies
- Managing box office enquiries and sales
- Liaison with venue hires and external users
- Preparation of space for external hires
- To act as a First Aider following training
- To act as a key holder
- To act as a Duty Manager

Person Specification for Education Lead

Essential	Desirable
A degree in theatre or arts education, or the equivalent experience	Experience of working with young people with additional social or learning needs.
At least 2 year of lead facilitation or co-facilitation experience	Have attended First Aid Training in the past 2 years
Experience of working in an educational setting with young people and an understanding of the curriculum	Have attended safeguarding training in the last 2 years
A proven ability to communicate positively and effectively with young people and the general public from a range of backgrounds and with differing needs.	Experience in creating and executing a social media strategy
Knowledge, understanding and passion for young people's theatre, arts education and young people's mental health	Excellent administration and organisational skills
A desire for a career in Arts Education and Young People's Theatre	Producing experience
An ability to be flexible	Have attended Mental Health First Aid Training in the past 2 years.
A valid Disclosure and Barring (DBS) certificate or willingness to undergo an enhanced DBS check and to undertake appropriate First Aid training	
An ability to work independently and self manage your time effectively, as well as collaboratively as part of a small hard working team	
. A commitment to equality of opportunity, inclusion and diversity.	

Person Specification for PAT Administrator

Essential	Desirable
A keen and active interest in the Arts	Experience of working in an arts administrative role
Experience of working within a busy office environment	Experience of using Microsoft Office suite, Google suite and Dropbox
Excellent communication skills (both written and verbal)	Experience of managing online booking systems
Excellent interpersonal skills with people of all ages and backgrounds	Experience of finance administration
Ability to manage time effectively and work under pressure	
An understanding of equal opportunity and cultural diversity in the delivery of our services	
Ability to act as Duty Manager and Key Holder	

Application Process

We want everyone who believes they meet the person specification to feel comfortable and confident applying for this role. We are committed to equality of opportunity for all staff and applications from individuals regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

It is our responsibility to make the application process accessible - if you require this pack in a different format or if you would like to apply in a different way, please email Stacey Burt on Stacey@g64.org.uk

Applying

Please apply by submitting either

- **your CV and a cover letter (maximum 1 A4 page) setting out how you meet the person specification, with two professional references.**
- **or an equivalent video (no longer than 2 mins)**

by 12 noon on Monday 30th September to education@g64.org.uk. We would also request that you complete an equal opportunities form, which can be found [here](#).

Interview Process

We will contact you to let you know that we have received your application.

If we invite you to an initial interview, there will be at least one 20 minute facilitation task and admin task that will take place as well as an interview. If you would like to know the interview questions in advance then we can send these to you, as well as who is on the interview panel.

Our interviews will take place on the 9th or 10th of October. There will be second round interviews during the week of 14th October

If you have any questions then please do not hesitate to get in contact with us.

Key Dates

Application Deadline: Monday 30th September at 12 noon

Interview Dates - 9th or 10th October

Second interviews - the week beginning the 14th October