



**JOB DESCRIPTION FOR ASSISTANT ARTISTIC DIRECTOR OF  
SHED@THEPARK THEATRE COMPANY**

**Job Title:** Assistant Artistic Director

**Remuneration:** On a self employed basis of £25 an hour

**Responsible to:** The Artistic Director

**Hours of Work:** 14 hours a week (minimum)

**Primary Purpose:** To support the Artistic Director in all Shed@ThePark activities, promoting the inclusive ethos of the company and its good name.

**Disclosure level:** Enhanced

**Main Duties and Responsibilities:**

**Creative:**

1. To produce and create high quality original workshops and performances working creatively with the young people, Artistic Director and volunteer practitioners both during sessions and within the wider community.
2. To write, compose, choreograph or lead elements of the performance work of Shed@ThePark alongside the Artistic Director.
3. To perform in a variety of events throughout the year.
4. To initiate new creative ideas, material or collaborations for the Company to ensure our members are enriched and challenged.
5. To support the Artistic Director in ensuring all workshops and performances are within the social model of disability and other relevant equality frameworks to sustain our inclusive ethos.

**Strategic Direction and Development:**

1. To implement all policies and practice related to the Company known as Shed@ThePark.
2. To contribute to the Strategic Direction of Shed@ThePark

**Leadership and Management:**

3. To support the development of fundraising activities for Shed@ThePark.
4. To liaise with Chickenshed Theatre Company, on behalf of Shed@ThePark.
5. To support all activities of the Artistic Director.
6. To assist the Artistic Director in the planning of workshops and performances.
7. To be responsible for updating and complying with Shed@ThePark's Health and Safety Policy.



8. To ensure the administration of the CRB procedures is up to date and complies with the recent advice and legislation.
9. To lead and manage the development of Shed@ThePark Outreach work.
10. To manage all communication to volunteers.
11. To encourage the development of independence, confidence and self esteem you will manage the accreditation system for the young people. E.g. Duke of Edinburgh.
12. To network with other organisations re Outreach Work, funding or community cohesion.
13. To lead on all technological developments that supports the artistic work of the company.

**Leading and managing staff:**

14. To support the professional development of practitioners.
15. To be responsible for your own professional development and take part in annual performance management.
16. To act as a mentor to the practitioners and carry out 6 monthly appraisals.

**Quality Assurance:**

17. To evaluate all workshops and performances and circulate the results to the Board of Directors.
18. To regularly seek the opinions of children, young people and supporting adults. The results of the reviews will be used to improve policy and practice.
19. To attend Board meetings and report progress on aspects of this job description to the Trustees.

**Skills and competencies required:**

20. Excellent ICT skills
21. Performing Arts skills and a competent musician
22. An understanding of inclusion and what it means in practice
23. Good organisation skills
24. The ability to work to deadlines
25. The ability to work on your own initiative
26. Excellent inter personal skills
27. The ability to relate to children and young people

Shed@ThePark will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities, for disabled job applicants or continued employment for an employee who develops a disabling condition.

Employees will be expected to comply with any reasonable request from a Trustee to undertake work of a similar level that is not specified in this job description.



This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment after consultation with The Artistic Director and Trustees.

**PERSON SPECIFICATION**  
**ASSISTANT ARTISTIC DIRECTOR FOR SHED@THEPARK**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification	<ul style="list-style-type: none"> <li>✓ Education to degree level</li> </ul>	<ul style="list-style-type: none"> <li>✓ Graduate in the P. Arts, Music, Dance or Drama</li> </ul>
Experience	<ul style="list-style-type: none"> <li>✓ Working with Children on creative projects</li> <li>✓ Managing a project</li> </ul>	<ul style="list-style-type: none"> <li>✓ Experience of working within an inclusive theatre environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>✓ Sound understanding of inclusive theatre</li> <li>✓ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>✓ An understanding of how the P. Arts can unlock potential</li> </ul>
Skills	<ul style="list-style-type: none"> <li>✓ Ability to plan and organise</li> <li>✓ Ability to use IT to support creative work and administrative tasks</li> <li>✓ Ability to play a musical instrument</li> </ul>	
Communicate	<ul style="list-style-type: none"> <li>✓ Ability to inspire young people</li> <li>✓ Excellent communication skills (written and verbal)</li> <li>✓ Ability to network with other organisations</li> </ul>	
Key Personal Requirements	<ul style="list-style-type: none"> <li>✓ Ability to work under pressure and stay calm</li> <li>✓ Ability to prioritise as demands require</li> <li>✓ Diplomacy</li> <li>✓ Friendly and cheerful disposition</li> <li>✓ Ability to work individually and as part of a team</li> <li>✓ Ability to work to deadlines</li> <li>✓ The ability to initiate new ideas</li> </ul>	<ul style="list-style-type: none"> <li>✓ The desire and ability to undertake leadership roles and progress further within the company.</li> </ul>