



Holywell Community Centre
Tolpits Lane
Watford
WD18 9QD
admin@hit-theatre.org.uk
01923 216951
Charity reg. 1136031

HERTS INCLUSIVE THEATRE
FREELANCE WORKSHOP LEADERS & ASSISTANTS
Job Description and Person Specification

Herts Inclusive Theatre

Now in its 17th year, Herts Inclusive Theatre, are at the very heart of Hertfordshire's thriving arts scene, and are established as one of the county's leading inclusive theatre companies. We support and work with wonderful mix of children, young people, and adults, who collectively, encapsulate our inclusive ethos. We are open to everyone and we welcome new participants all year round.

Over 1,000 people a year, benefit from our vibrant programme of theatre activities, creative arts projects and community outreach work.

HIT's Aims

At the very heart of every HIT's ethos is the belief that drama can be used to help develop life skills, encourage communication and help a child or young person to grow in confidence.

We incorporate a variety of Inclusive theatre techniques and practices to help nurture all abilities.

We are committed to creating theatre that engages, inspires and resonates.

We want to break down barriers and remove the everyday prejudices often associated with disability.

We strive to engage our audience from all walks of life

We want to engage with the local and wider arts communities.

We strive to offer real life theatre experiences for all our members.

Did you know?

Herts Inclusive Theatre is a registered charity and our extensive programme of work is only made possible by the kind support of grant-giving organisations, sponsors and donations from the public. Find out more about how we are funded, where your donation goes and how you can help by visiting our website at www.hit-theatre.org.uk

Job Title – Freelance Workshop Leaders and Assistants

Reports to – HIT's Artistic Director, Caroline Stevens

Responsible for – Workshop Assistants & volunteers during sessions

Summary of Roles and Responsibilities

The workshop leaders/assistant role is to act as the lead/assistant for workshops and productions as instructed by the Artistic Director or Producer.

This will include time outside of sessions for planning, and arriving in good time before the session starts with understanding you will need to stay after the session ends.





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Preparing the group of participants to present a sharing of work or performance at the end of the session, term or project. This will include practical work assisting participants and ensuring safe and high quality session delivery.

The post will include evening and weekend work. This is a self-employed post, and the successful applicant will be responsible for invoicing and their own tax and national insurance. No holiday or sick pay is payable. Payment is made upon receipt of a monthly invoice. You will not receive payment for missed sessions.

Job Description

- To support the Artistic vision of the company
- To lead and support HIT workshops as and when required
- Ensure workshops content and productions are in line with the companies visions, ethics and to the highest standard
- Support and encourage the participants during the sessions
- Ensure the correct materials are sourced and present when required
- To ensure relevant paperwork is completed and kept up to date
- To manage workshop assistants and volunteers as and when required
- Assist with mobility and orientation of participants
- Update the Artistic Director or Producer on the progress of the group/project
- Facilitate information between participants and office staff as and when required
- To adhere to HIT's Health and Safety guidelines
- Undertake any other duties as reasonably required

Person Specification

Essential

- Experience in the arts
- Experience of leading/supporting drama and theatre activities
- Experience of working with children and young people
- Experience of working with children and young people with disabilities
- Ability to communicate clearly (written and verbal)
- Enthusiastic and flexible attitude plus ability to problem solve
- Ability to work as part of a team and in consultation with others
- Own transport
- Excellent time management
- A knowledge and passion for a wide range of performance styles
- The ability to come up with interesting creative ideas for the programming of events, and the ability to realise these ideas practically
- Experience of working within a small budget

Desirable

- Educated to degree level in either the arts or education





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- Knowledge of Makaton or BSL
- An interest in the South West Hertfordshire Arts Community
- Skilled instrument player and reader of music

Place of work

Workshops – Various venues across South West Hertfordshire and North London

DBS Check: The successful candidate will need to hold a current enhanced DBS (Disclosure and Barring Service) check or be willing to undergo one.

