



**"IF EVER AN EXAMPLE WAS
NEEDED FOR THE POWER
OF THEATRE AS A
TRANSFORMATIONAL TOOL,
HERE IT IS"**

(Everything Theatre)

W: www.generationarts.org.uk

E: info@generationarts.org.uk

Pastoral Company Manager Role Description

Project:	Get Scene
Dates:	10 week project (Jan-Mar 2023) Plus supporting recruitment Nov & Dec 2022
Hours:	5 days recruitment admin & workshop (Nov & Dec) 1 face to face masterclass per week (Jan-Mar) 2 x 0.5 days online workshops per week 1 week intensive rehearsal (27 th – 31 st Mar)
Fee:	Project fee of £3500 gross to include admin (Freelance)
Reporting to:	Director
Responsible for:	Pastoral support and organisation for participants Directing Peer Facilitators as / when appropriate alongside Director / Resident Director



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ENGLAND**

ROYAL CENTRAL
SCHOOL OF SPEECH & DRAMA
UNIVERSITY OF LONDON

We are seeking a Pastoral Company Manager with significant pastoral or youth work experience who will make a major contribution to overseeing the delivery of Get Scene, 2023, in partnership with Royal Central School of Speech and Drama.

Get Scene is a free actor training to support young people access the skills, knowledge and network they need to progress onto drama school or university. This is a specialist role to help recruit, engage and support a company of young actors aged 19-25 who may be NEET, identified as at risk at the point of engagement, and underrepresented in the acting industry.

Get Scene offers free masterclasses and workshops over 10 weeks, and culminates in a week-long intensive rehearsal process and a public showcase performance at the Royal Central School of Speech and Drama.

To find out more about Get Scene please visit our website.



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JOB SPECIFICATION

Recruitment

- Support engagement and recruitment of young people by liaising with referral partners and supporting Director / Resident Director to carry out 1-1's with new young people
- Collate recruitment data and information using Excel to log and track applications and signposting referrals
- Liaise with young people on taster workshop and start date / project joining details.
- Be the first point of contact for young people prior to the project commencing (Using project email and project phone).

Masterclasses and Workshops

- With the Director / Resident Director and/or Lead Artists, manage the company of actors and support professional rules and boundaries throughout the project
- Lead some group Zoom sessions focused on Next-Steps
- Liaise with Next-Step partners such as drama schools to arrange free auditions and workshops
- Support and encourage actors to look after their health and wellbeing
- Manage day-to-day attendance
- Liaise with actors over appointments and be the main daily contact person for the company
- Liaise with keyworkers, social workers, job centre advisors and other link professionals to support actors to attend workshops and rehearsals
- Manage the travel budget and support actors to manage travel
- Be the main point of contact for the venue site staff

- Take day-to-day responsibility for the compliance of the project with risk-assessments and environmental sustainability
- Where appropriate, manage the performance of Peer Facilitators, technical and production staff in respect to pastoral care
- Carry out regular 1-1's with actors offering pastoral support and lead on next-step support meetings, including Student Finance & UCAS
- Report any safeguarding issues to the Director immediately
- Be the designated First Aider and manage the health and safety of the company
- Manage the daily staff debrief after each rehearsal, agreeing and noting any action points for staff, and strategies in place for actors

Showcase Performance

- Be the main point of contact for the performance venue
- Coordinate and manage actors in the theatre space
- Liaise with Front of House volunteers on audience arrangements
- Attend the performance and support company where appropriate
- Undertake any other duty which may reasonably be allocated by the Director

PERSON SPECIFICATION

Essential

- Relevant experience of managing performing arts programmes/activities with disadvantaged young people
- Experience of managing other professionals



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- Outstanding organisational and administrative skills (knowledge of Zoom, Excel, Word, Email etc)
- Strong initiative
- A highly boundaried and structured approach to managing and working with young people at risk
- An empathetic, supportive and structured approach to managing actors
- High level of competency in communicating verbally and in writing
- Understanding of and commitment to the principles of equal opportunities and safeguarding
- Recent DBS Certificate or willingness to obtain one
- Recent First Aider Certificate or willingness to obtain one
- Availability and full commitment for project duration
- A passion for the work and ethos of Generation Arts

Desirable

- Experience of managing a company through a rehearsal and production process
- Experience teaching / facilitating whole group sessions
- Teaching or youth work qualification at degree level or above
- Knowledge of drama schools and UK actor training, and UCAS
- Experience liaising with social workers and statutory services
- First Aid Certificate

Additional Information

All job descriptions are subject to review and amendment, in consultation with the worker and a degree of reasonable flexibility is expected.

Generation Arts values inclusion and equal opportunities and actively promotes equality and diversity in theatre.

As the role will require regular interaction with young people in rehearsal and production the successful candidate will be required to provide or undergo a full Disclosure and Barring Service check and provide two recent references.

Payment of fee will be made on receipt of invoice at 3 intervals during the project.

If you have questions about the role please email Ali Godfrey (Founder and Director of Generation Arts) at info@generationarts.org.uk.

If you need this sheet in a different format please ask. There are larger print versions available on our website.

Further information about Generation Arts can be found at <http://www.generationarts.org.uk> (general enquiries to info@generationarts.org.uk)



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How to Apply

Please send a cover letter detailing how you meet the person specification, no longer than one side of A4, and accompanied by a recent CV and the name of two referees to:

apply@generationarts.org.uk

***Please use the following subject line: [your name]
Pastoral Company Manager***

Deadline for applications 10am Monday 21st Nov 2022



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