

ROLE DESCRIPTION Youth Theatre Assistant
September 2026

JOB TITLE	Youth Theatre Assistant (multiple freelance roles)
CONTRACT STATUS	Self-employed freelance contractor engaged under a contract for services for agreed term-time sessions from October 2026 to July 2027. Engagement is subject to safer recruitment checks.
FREELANCE FEE	Freelance fee: £18 per hour for session delivery and agreed meetings and training.
HOURS	Delivery - Support weekly Wednesday sessions during term time, normally 5.00–7.30pm, including set-up and clear-up; sessions run 5.30–7.00pm. - Support weekly Saturday sessions during term time, normally 10.30-1pm, including set-up and clear-up; sessions run 11-12.30pm. - Up to 33 weekly sessions from October 2026 to July 2027, allocated and confirmed in advance. Additional freelance hours - Reasonable preparation, workplace induction, safeguarding training and termly meetings agreed in advance. - Production preparation and rehearsals may be offered separately and will be confirmed and agreed in advance.
RESPONSIBLE TO	Head of Creative Learning
RESPONSIBLE FOR	No line-management responsibility
KEY WORKING RELATIONSHIPS	Internal: Head of Creative Learning Youth Theatre Leader Community Engagement Practitioner Box Office & Reception Manager Front of House Manager External: Parents/ carers of Youth Theatre participants

THE ROLE

In September 2026 the Yvonne Arnaud launched a new Youth Theatre through the theatre's Creative Learning programme. We currently offer weekly term-time sessions on Wednesdays for young people aged 13–16. In January 2027, we will launch Open Stage, an inclusive and accessible group for young people aged 11-17yrs with learning disabilities who require additional support. We are seeking to widen our pool of self-employed freelance Youth Theatre Assistants to support the Youth Theatre Leaders across both groups in delivering weekly term-time sessions.

The Youth Theatre Assistants will help create a safe, welcoming, inclusive and inspiring environment in which young people can develop confidence and creative skills, build friendships and have fun. Working collaboratively with the Youth Theatre Leaders, they will support participants to take part in activities, help manage group dynamics and provide practical assistance before, during and after sessions.

A significant proportion of Youth Theatre places will be offered on bursary so that cost is not a barrier to participation. Youth Theatre Assistants should understand inclusive practice and be able to adapt their support for young people from a wide range of backgrounds, with different learning styles and access requirements.

When applying for the role please indicate which groups you would like to support. You may indicate both groups:

- **Wednesdays:** 13-16yrs, 5.30-7pm,
- **Saturdays:** Open Stage, 11-17yrs, 11-12.30pm
- **Both groups**

THE PERSON

- You will be a reliable and enthusiastic theatre or arts practitioner with experience of supporting practical creative activity for young people, ideally aged 11–17yrs.
- You will be experienced in working with young people who require additional support.
- You will be confident supporting workshops and rehearsals, contributing ideas where invited and following the Youth Theatre Leader's session plan and direction.
- You will help foster an inclusive, youth-led group where participants feel safe to take creative risks and develop their artistic skills and voices.
- You will be organised and proactive, able to support registration processes, set-up and clear-up, and assist with sharings, rehearsals and productions.
- You will be an excellent communicator, able to work collaboratively with theatre staff and maintain positive relationships with young people and parents/ carers.
- The welfare and protection of children and young people is key to the role. An enhanced DBS check is therefore required, and you will observe and comply with the theatre's safeguarding policies and procedures.

SPECIFIC DUTIES & RESPONSIBILITIES

- Support the Youth Theatre Leaders to deliver engaging weekly practical sessions for young people aged 11–17yrs during term time.
- Create and maintain an inclusive learning environment, supporting participants with a range of access needs, learning styles and confidence levels.
- Embed safeguarding best practice in all activity, following the theatre's policies and procedures and escalating concerns promptly and appropriately.
- Contribute practical ideas or observations to support participants' progression.
- Assist with end-of-term sharings and annual productions, including rehearsals, participant support and agreed props, costume or backstage tasks.
- Ensure spaces are set up and left appropriately, in line with the theatre's health and safety procedures.
- Support agreed session administration including registers, sign in/out processes and passing relevant information promptly to the Youth Theatre Leaders or Creative Learning team.
- Share concise feedback and safeguarding, access or participation observations with the Youth Theatre Leaders and Creative Learning team, maintaining appropriate confidentiality.
- Work collaboratively with the Creative Learning team and represent the Yvonne Arnaud Theatre's values in all delivery and communications.

GENERIC DUTIES & RESPONSIBILITIES

- Demonstrate an understanding of the Theatre's values, ethos and mission and reflect these in all freelance activity.
- Comply with the Theatre's Safeguarding Policy and Procedures at all times while delivering the contracted services.
- To comply with all legislative, regulatory and policy requirements as appropriate.
- To comply with the Theatre's Financial Regulations and Financial Management Procedures.
- To observe the policies, procedures and practices of Health & Safety in all aspects of the role.
- To demonstrate the value and importance of equality and diversity in every aspect of the Theatre's work and show commitment through everyday practice in the role.
- To work in accordance with and promote the Theatre's environmental sustainability policy and practices.

PERSON SPECIFICATION

This role is subject to safer recruitment checks, including an Enhanced DBS check

	ESSENTIAL	DESIRABLE
SKILLS	• Ability to support practical youth theatre sessions for young people aged 11–17yrs • Ability to help create a safe, welcoming, inclusive environment and adapt support for different access needs, learning styles and confidence levels • Positive group-support and behaviour-management skills appropriate to working with young people • Ability to follow a session plan, take direction and use initiative appropriately • Clear communication and strong interpersonal skills with participants, parents, carers, freelancers and staff • Good organisational skills, accuracy and attention to detail	
KNOWLEDGE	• Understanding of safeguarding and child protection best practice when working with children and young people • Knowledge of practical drama and performance skills and techniques suitable for 11–17yrs • Knowledge of inclusive practice and practical actions which remove barriers to participation • Basic understanding of health & safety and managing risk in workshop and performance settings	• Working knowledge of GDPR/ confidentiality when handling participant information • Knowledge of theatre operations relevant to participatory work (e.g., front of house, box office, production/ technical processes)
QUALIFICATIONS	• Relevant theatre, drama, arts, youth work or education training, or equivalent experience supporting creative work with young people	• Current First Aid qualification or willingness to undergo training

	• Evidence of continuing professional development (attendance to seminars, conferences, training courses, etc)	
EXPERIENCE	• Experience supporting practical drama, youth theatre or comparable creative workshops for young people • Experience of working with young people with special educational needs and disabilities (SEND), including neurodivergent young people and/or young people with learning disabilities • Experience assisting rehearsals, sharings or performances • Experience of working within safeguarding policies and knowing when and how to report concerns	
PERSONAL QUALITIES	• Friendly, reliable and professional, with a genuine enthusiasm for working with young people in a creative environment • Strong commitment to equality, diversity and inclusion, and to removing barriers to participation • Organised and prepared, with the ability to provide high-quality support during sessions, rehearsals, sharings and productions • Ability to work collaboratively as well as independently • Proactive and solution-focused	