

Omnibus Young Company Assistant Facilitator Job Description

About Omnibus Theatre

Omnibus Theatre is a registered charity and award-winning South London theatre founded in 2013 after a seven year community-led campaign to save the Old Clapham Library. The passion of our genesis, the needs of our community and the civic history of our building drives our work.

We are a producing and receiving house, hosting 493 performances and 86 theatre companies and solo artists annually. Across our two studio theatres and cabaret performance space, we run an ever-evolving programme of classical tales reimagined, new writing, family shows and festivals.

About Omnibus Young Company

Omnibus Young Company is our Saturday morning group for local young people aged between 5 and 16. Working towards an annual production and end of term sharings, members learn diverse theatre skills including acting, directing, design and script writing.

Our members are encouraged to develop creativity, confidence and teamwork. With each new term, members explore different social issues through different theatrical genres and forms.

The Role

Fee: £47.80 a week, based on the London Living Wage of £11.95 per hour.

Dates: We are looking for our new assistant facilitator to start on **7 January**. Prior to the first workshop, there will also be an introductory session with the Young Company Lead Facilitator during the week commencing 2 January

This is an ongoing freelance contract running from January 2023.

Hours: 9am to 1pm, every Saturday during Lambeth term times.

Place of work: Omnibus Theatre in Clapham.

Key Duties

- Assisting the facilitator in the smooth and successful delivery of workshops
- Assisting the facilitator in leading warm-ups, running exercises and group work
- Providing pastoral support for the Young Company Members
- Assisting with behavioural management, noticing any problems with or between young people in the session and communicating these to the facilitator.
- Sourcing resources for the classes including print outs, props, music and technical equipment

- Helping the facilitator to set up the space for classes
- Escorting younger members to the bathroom
- Stage management of Young Company work-in-progress sharings and productions
- Assisting in delivering the Jack Petchey Achievement Award
- Taking the weekly register
- Assisting the Facilitator in evaluation of individual workshops and attending termly evaluation and planning meetings with the Senior Producer
- To ensure compliance with all company policies, including Safeguarding, Diversity and Equality, Health and Safety and GDPR
- Undertake any other duties as may be reasonably required from time to time

Person Specification

Essential Skills and Experience:

- Experience and / or training in participatory projects within a theatre setting
- An ability to listen, communicate and empathise with young people across ages 5 – 16, from a diverse range of backgrounds.
- An understanding of inclusive practice and the barriers young people may face in accessing the arts
- An understanding and experience of working within safeguarding frameworks
- A fully enhanced DBS

Essential Qualities:

- A passion for the aims of Omnibus Young Company, and a strong belief in theatre as a tool for personal development and growth
- A friendly and approachable manner
- Reliable and punctual
- Being open to exploring new methods of working and developing your skills as a drama facilitator

Application Process

Please send your applications by **22 November at 10am** to Felicity Paterson, Senior Producer - felicity.paterson@omnibus-clapham.org

Your application should contain:

- An up to date CV
- A cover letter of up to 500 words telling us why you would like this role and how you fit the person specification. Alternatively, if you'd rather apply with an audio or video application, please do. Please make sure it's no longer than 5 minutes.
- A completed, anonymous copy of the equal opportunities monitoring form.

If you have any questions about the role or Omnibus' work, please email Felicity and she will be happy to meet with you over the phone or Zoom. This is just an informal chat and will not be part of the decision-making process.

Interviews will take place on **28 November**.

We are committed to improving representation across all areas of our work. We actively encourage people from a wide variety of backgrounds, skills and life experiences to join us