



INFORMATION FOR APPLICANTS: YOUTH & EDUCATION COORDINATOR PART TIME, PERMANENT

February 2025

Dear Applicant

Please find attached an application pack for the position of Youth & Education Coordinator at Sherman Theatre. Many thanks for your interest in this role.

This role is supported by the Moondance Foundation and provides support for the administration and co-ordination of Sherman Theatre's Creative Engagement activity. **The Youth & Education Coordinator** supports the delivery of Sherman Theatre's activity with young people, schools and education providers in both formal and informal settings including our Youth Theatre, educational programmes and young people's artistic development as well as supporting development initiatives such as work experience placements and shadowing opportunities. This role works closely with colleagues in the Creative Engagement Department and wider Sherman team to ensure the delivery of a wide ranging programme of engagement activity.

At Sherman Theatre, we imagine a world made more equitable, more compassionate, more unified by the power of theatre. We are driven to achieve this vision every day. We do this by creating and curating shared live theatre experiences that inspire people from all backgrounds across South Wales to make a better world, in their own way. We believe that access to creativity and self-expression is a right and we constantly strive to ensure everyone has the opportunity to be enriched by the art of theatre.

Our focus on the development and production of new writing and on nurturing Welsh and Wales-based artists makes us the engine room of Welsh theatre. We tell Welsh stories with global resonance through our Made at Sherman productions, created under our roof right here in the heart of Cardiff. We're a place for everyone, generating opportunities for the citizens of South Wales to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences. Engaging with our audiences and our communities remains at the heart of everything we do and this role is crucial to ensuring that the organisation runs as smoothly as possible to enable that.



We want Sherman Theatre to be accessible to all and so it's hugely important to us that our team at the theatre reflects the communities we serve across the city and beyond. We are a member of the Disability Confident scheme and particularly welcome applicants from diverse ethnic communities and Deaf and disabled communities who are currently underrepresented within our team.

To apply for the post, please download the application form, cover sheet and equal opportunities monitoring form from our website: www.shermantheatre.co.uk/jobs and send them to us at recruitment@shermantheatre.co.uk. Please note the role that you are applying for on your application form. We welcome applications from people who may wish to undertake one role or both roles. In line with our environmental policy, we are only handling applications electronically. The closing date for both roles is **noon on Monday 10 March 2025**. We'll confirm receipt of your application by email.

We hope to hold interviews on **Monday 17 March 2025** and on **Tuesday 18 March 2025**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information or support before you apply, please contact us at recruitment@shermantheatre.co.uk

Thank you for your time in respect of this application. We really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry
Chief Executive
Sherman Theatre

YOUTH & EDUCATION COORDINATOR: OVERVIEW OF ROLE

Sherman Theatre wishes to appoint a Youth & Education Coordinator to support the development and delivery of Sherman Theatre's activity with young people, schools and education providers in both formal and informal settings including initiatives such as work experience placements and shadowing opportunities. This role will work closely with colleagues in the Creative Engagement Department and wider Sherman team to ensure the effective delivery of a range of participatory programmes for children and young people including the core strands; Sherman Sherbets, Sherman Youth Theatre and Introduction to Playwriting.

Youth & Education Coordinator: Contractual Details

Salary:	£24,476 per annum, pro-rata. (subject to pay review April 2025)
Term:	The post is offered as a part time, permanent position, subject to completion of a 6 month probationary period.
Hours:	19.5 hours per week.
Holidays:	22 days per year pro-rata, plus the 8 recognised bank/public holidays, with days accruing for length of service up to a maximum of 27 days plus bank/public holidays.
Period of Notice:	1 month with additional weeks accruing for length of service (The notice period during the probationary period is 1 week.)
Pension:	Sherman Theatre operates a qualifying workplace pension scheme.
Right to work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre.
Start date:	April 2025.

This role is also subject to a successful DBS check and is open to applicants aged 18 and over.

Non-Contractual Benefits

We encourage all staff to see as many shows as possible and to be involved at all stages of the production process for Sherman Theatre productions. Every staff member is invited to attend Press Night for Sherman Theatre productions, along with complimentary tickets to most shows. We also offer a staff discount in the Café Bar to all staff members.

JOB DESCRIPTION: YOUTH & EDUCATION COORDINATOR

JOB TITLE: Youth & Education Coordinator

REPORTS TO: Head of Creative Engagement

KEY WORKING RELATIONSHIPS: Staff within the Creative Engagement team and personnel on freelance and short-term contracts within the department

RESPONSIBLE FOR: There are currently no support staff allocated to this post but you will help to ensure good communication with Creative Engagement freelancers.

JOB PURPOSE:

To support the delivery of Sherman Theatre's activity with young people, schools and education providers in both formal and informal settings.

To work closely with colleagues to ensure the effective delivery of a range of participatory programmes for children and young people, led by the Creative Engagement Department, including core strands; Sherman Sherbets, Sherman Youth Theatre; and Introduction to Playwriting.

To support development initiatives aimed at schools and young audiences, and facilitate young people interested in pursuing a career in the arts, through work experience placements and shadowing opportunities.

To support the Creative Engagement department in ensuring arrangements and working practices are in place that enable the effective management and administration of the department.

LEAD RESPONSIBILITIES:

- Responsible for implementing and maintaining administrative processes for Sherman Theatre's youth programmes and, in collaboration with the Head of Creative Engagement, ensuring that these are robust and fit for purpose.
- Administrative coordination of Sherman Sherbets, Sherman Youth Theatre, Introduction to Playwriting and Work Experience Placements.
- Administrative support for other Creative Engagement projects involving young people, schools and/or education providers.
- Responsible for liaising with schools and education providers about visits, tours and one-off workshops.
- Responsible for coordinating freelance staff delivering Sherman Theatre's core programmes for young people and workshops for schools and education providers.
- Working with the Company Administrator to ensure that freelance staff are in compliance with safeguarding policies and provide evidence of certification, or undertake necessary training and checks, prior to starting work.

- Answering telephone and e-mail enquires, giving advice and information to the public about the work of the department with schools and young people.
- Assist with the financial management of Sherman Sherbets, Sherman Youth Theatre, Introduction to Playwriting, schools and education activity.
- Assist with the planning and delivery of all aspects of Sherman Theatre's annual Youth Theatre Festival.
- Database management for activities and initiatives relating to young people, schools and education providers.
- The development of outreach materials, such as education packs and resources, relating to *Made at Sherman* productions.
- Responsible for ensuring that the general administrative systems are effective and that department equipment and supplies are adequately maintained and supplied.
- Liaise with internal and external stakeholders to ensure the effective delivery of all Creative Engagement activity with young people, schools and education providers.
- Represent Sherman Theatre at events targeting young people and promoting the Creative Industries, such as Careers Fairs.

1. HR / Personnel

1.1 Recruitment and Selection:

- To support the recruitment process of freelance departmental or project staff, liaising with the Company Administrator in generating information for standard contracts and letters of engagement.
- To ensure proper storage and disposal of recruitment paperwork (both electronic and hard copies)

1.2 Personnel Records:

- To maintain the freelance staff database, ensuring all entries are kept up to date.

1.3 Database Management:

- Responsible for the daily maintenance of various databases, including Sherman Sherbets and Youth Theatre Membership, as well as Youth Arts Practitioners, ensuring all details are kept up to date.
- Responsible for managing the Work Experience *Expression of Interest* database.
- To update all Sherman Sherbets, Youth Theatre and Players members' details that have altered.
- Ensure that all data storage and documentation works within the guidelines and policies of the Company.

1.4 DBS Scheme

- To support the Head of Finance and Administration, Head of Creative Engagement and the Company Administrator to ensure that Disclosure and

Barring Scheme checks are carried out in accordance with the company policy.

- To facilitate timely and accurate applications for checks by liaising with applicants and the Company Administrator to ensure all information and consent is obtained.
- To ensure that checks are renewed in accordance with the company policy.

2. Departmental Administration

2.1 Internal Meetings:

- To attend departmental staff meetings and ensure that minutes are taken and properly circulated as and when required.
- Attend production and other operationally essential meetings in the absence of the Head of Creative Engagement.

2.2 General Licensing and permissions:

- To maintain records of performance licences applied for and needed.
- Ensure that all youth performers in Youth Theatre productions are correctly licenced.
- To record copies of appropriate certificates and applications relating to licences.
- Ensure that photo consent is in place for participants and any limitations respectfully adhered to.

2.3 Departmental Supplies:

- To ensure that departmental supplies are adequately maintained and timely supplied.

2.4 Finance:

- To ensure that accurate financial records are kept and budget limits are adhered to.

2.5 Welsh Language:

- To ensure that company documents are translated in line with our language policy.
- To ensure that, where oral translation is needed (simultaneous or otherwise) for non-performance activity, it is booked and provided by a suitably qualified person.

3. Introduction To Playwriting Scheme (ITP)

3.1 Enrolment:

- Liaising with the Marketing Department about online and printed copy relating to ITP.
- Working closely with stakeholders for targeted recruitment.
- Preparing databases and registers for the start of terms.

- Liaise with Box Office and Audience Insight Manager and Box Office team about members and chase missing data.
- Filing and processing new members' information.
- Update Tutors registers.

3.2 Communication:

- Communicate relevant times and information to participants, practitioners and parents regarding sessions, workshops, rehearsals and productions.
- Liaise with the Head of Production and Planning, Company Stage Manager and Producing and Programming Manager regarding the scheduling of young people's sessions, workshops and rehearsals.
- Ensure that any performance rights required are obtained (relating to music, images and video footage).
- Sending out information on all activities to new and existing members.

3.3 Administration:

- To be responsible for the administrative co-ordination of all the ITP activities.
- Compile information for programme copy.
- Keep statistical records of all project activity ready for collation for annual statistical reports to funding authorities.
- Assist the Head of Creative Engagement with the record keeping and systems.
- Ensure photo consent is in place for participants and any limitations respectfully adhered to.

4. Sherbets and Youth Theatre

4.1 Enrolment:

- Liaise with the Marketing Department about online and printed copy relating to Sherman Sherbets and Sherman Youth Theatre.
- Prepare databases and registers for the start of term.
- Liaise with the Box Office and Audience Insight Manager and Box Office team about uncollected fees from all members and chase unpaid and late fees.
- Filing and processing new members' information.
- Maintaining waiting lists.
- Update Tutors registers.
- Ensure photo consent is in place for participants and any limitations respectfully adhered to.

4.2 Communication:

- Communicate relevant times and information to participants, practitioners and parents regarding workshops, rehearsals and productions.
- Liaise with the Head of Production and Planning regarding proposed Youth Theatre productions scheduling, and any performance rights required.

- Sending out information on Sherman Sherbets and Sherman Youth Theatre to new and existing members.

4.3 Administration:

- To be responsible for the administrative co-ordination of all Sherman Sherbets and Sherman Youth Theatre activities.
- Compile information for programme copy.
- Keep statistical records of all departmental activity including Sherbets and Youth Theatre sessions ready for collation for annual statistical reports to funding authorities.
- Assist the Head of Creative Engagement with the finance, record keeping and systems, for the Sherman Sherbets and Sherman Youth Theatre.

It is a duty to abide by the current Equal Opportunities Statement and other Policy statements as detailed in the Staff Handbook.

Note: You are employed as the Youth and Education Coordinator. However you may be asked to perform other duties at the same grade and remuneration package and to the same total hours of work. You will be given four weeks notice of any proposed changes in duties.

This is a new post and job description and as such may be subject to changes made by your line manager, as part of discussions at either your annual appraisal, or other appropriate meetings, depending on the urgency of the discussion required.

PERSON SPECIFICATION: YOUTH & EDUCATION COORDINATOR

ESSENTIAL

- *Experience of working with young people and a commitment to their development through the arts and creativity*
- *An understanding of Youth Arts provisions and practices*
- *An understanding of Arts in Education provisions and practices*
- *An understanding of safeguarding procedures*
- *Strong administrative skills*
- *Excellent communication skills, both written and verbal*
- *Understanding of freelance recruitment and contractual procedures*
- *Experience of monitoring budgets and expenditure*
- *A solid set of IT skills with a working knowledge of Microsoft Office systems and database management*
- *A confident approach to liaising with internal and external stakeholders*
- *The ability to act with discretion on confidential matters*
- *The ability to work as part of a team and alone*
- *The ability to work on a number of different projects concurrently, sometimes across several departments within the company*
- *A commitment to equal opportunities and cultural diversity*
- *Experience of working within a theatre or youth arts context*
- *A flexible approach to working hours, including a willingness to work on evenings and weekends where necessary*
- *Ability to co-deliver sessions in instances of facilitator absence and confidence to support youth groups and schools to engage with the building*
- *Compassion, patience and empathy*
- *A commitment to keeping up to date with current legislation related to the specific areas outlined in the job description*

DESIRABLE

- *The ability to work through the medium of Welsh and English*
- *A desire to develop and improve procedures and office practices*
- *First Aid certificate*