

# JOB DESCRIPTION



**Post:** Drama Facilitator (Freelance)

**Salary:** Weekly Classes - £25-30 per hour inclusive plus 9% holiday pay (depending on age and experience)  
£12.21 per hour for training and production meetings plus holiday pay- agreed in advance  
Daily rate for holiday workshops and performance days around £150 to £200 per day flat rate (not including holiday pay)

## Hours

**Available:** Term Time  
*Sessions on weekends and after school depending on your availability.*

### Cover

*Cover sessions when staff need sessions covered and this is both additionally at weekends and weekdays*

### School Holidays

*Workshops during holidays and half terms (dates and length agreed in advance)*

### Show Days

*Bandits – March/April – 1 or 2 whole day and evening*

*Little Rascals – Dec and July – 1 whole day*

*Rebels & Miscreant – 1 or 2 whole day and evening*

*Stapleton Classes – 2 whole days and evening*

### Schools

*We are looking to get into schools to offer provision and so further shift may be available for this.*

**Reporting to:** Artistic Director

## Main purpose and scope of the post

We are looking for a fun, dynamic and creative drama facilitator to run a number of Bristol Academy of Drama's classes and offer holiday workshops in the holidays. The successful person would also be available to act as cover facilitator for other classes during term time (as above).

We are looking to expand into different areas of Bristol and/or schools and so there is extra work potentially available as these roll out.

**Who are Bristol Academy of Drama (BAD) - [www.bristolacademyofdrama.co.uk](http://www.bristolacademyofdrama.co.uk)**

BAD was launched in September 2017 offering the children of Bristol the chance to learn about and engage with theatre in its many forms. We have grown over the years and now offer 11 classes across the week for children aged 4 years to 18 years. We added Adults to our provision in September 2022. Our focus is on all forms of theatre from physical theatre to stage combat, devising to shadow theatre and we tend to shy away from the musical theatre genre (although we do have plenty of movement and voicework in our shows and workshop).

We cater to all levels of ability, from the confident performer to those children who may not yet have the self-assurance to take centre stage and we try, through our workshops, to introduce children to the stories of classic literature and poetry. We are proud to present innovative theatre for parents to enjoy and encourage our students to be part of the creative process. Through our Writers in Residence, we are able to create our own unique shows which ensure that all students have a role to play rather than simply being stuck in the back

as 'chorus'. Our aim is not necessarily to create the performance stars of the future but to enhance the power of drama to build confidence, creative thinking skills and teamwork.

### **Principle Duties and Responsibilities**

The post holder will carry out the following duties and others that may be reasonably required:

- Plan and run fun and engaging drama classes for a variety of different age ranges following conversation with Artistic Director as to the theme of the term and the key skills to be covered each term.
- Prepare students for annual performance by directing them in class, working with the AD to agree music and lighting and to ensure that children are ready to perform by the show day.
- To be available on the evening before and day of a main performance to assist with technical rehearsals and the show itself.
- To use a variety of drama techniques and established practitioners methods to develop the performance skills of our students.
- To provide an enlivened atmosphere that encourages commitment and learning
- To assist in the professional development of the Drama Assistant.
- To manage behaviour in the class according to Bristol Academy of Drama's Behaviour Policy
- To communicate clearly to the guardians of the children, providing written communication when needed, approved by the Artistic Director.
- Recognizing the needs of children and young people within the groups that you work with, responding to them sensitively.
- Maintaining a positive ethos, focused upon drama as a tool for development and growth
- Being open to exploring new methods of working and to developing your skills as a drama facilitator.
- Operate as an effective member of BAD's team, contributing to the general running of the organization and being supportive of the Artistic Director's vision for the organization.
- Ensuring that your personal behaviour is in line with the BAD's Code of Conduct at all times
- Ensure that the children's wellbeing is a priority and ensuring you following safeguarding and child protection policy at all times
- Be administratively self-sufficient.
- Undertake any other duties as may be reasonably required from time to time.
- Ensure you keep up to with safeguarding regulations
- Attend additional meeting to undertake training, discussion productions or talk about admin issues as and when required
- Ability to safely evacuate children from the building should the need arise.

The above list is not exhaustive and you should be prepared to undertake any reasonable task which would be relevant to the role.

### **Person Specification**

#### **Key Skills and Experience**

- Evidence of running drama workshops and theatre productions
- Experience of working with children
- The ability to communicate clearly to participants and their guardians
- Flexibility regarding working hours
- Relevant experience, qualifications and training
- A genuine interest in theatre
- Hold a current DBS on the update service or be prepared to gain one (as your cost)
- Being first aid trained is desirable or be prepared to undertake training at your cost
- Hold Professional Indemnity Insurance or be prepared to purchase this
- To be available for additional hours as required (e.g. performance days and meetings)
- Ability to cover other classes should the need arise