



## Job Description

<b>JOB TITLE:</b>	Creative Outreach & Inclusion Assistant (Internship)
<b>RESPONSIBLE TO:</b>	Creative Outreach & Inclusion Officer
<b>RESPONSIBLE FOR:</b>	N/A
<b>WORKS CLOSELY WITH:</b>	CEO, Theatre & Programme Co-Ordinator, Finance Manager, Agency, External partners/suppliers, Foundation Course Leader, Teaching staff.

### ABOUT YATI

**Young Actors Theatre Islington (YATI) unlocks young people's potential through a creative life.** We want every young person in Islington to experience theatre, made by and for them. We believe that finance should not be a barrier to participation, and we aim to make our local community a happier, more equitable place. Whether pursuing the performing arts professionally, learning a new skill for enjoyment, or merely wanting to spend time with others, YATI provides meaningful, high-quality opportunities to engage with theatre.

We achieve this by offering over 60 hours of performing arts classes every week during term-time, and holiday courses that give our young people the chance to learn and perform. We keep our pricing as affordable as possible and offer full subsidy to those who need us most through our Stage Door programme. We put on high-quality productions and offer regular showcases and scratch nights for our young people to gain on-stage experience. We take our work out into local communities giving more people the chance to experience the positive benefits of drama, and we represent over 200 young people professionally through our Agency, offering vital support right from the start.

### MAIN PURPOSE OF ROLE

The Creative Outreach & Inclusion Assistant (Internship) role is a twelve-month paid Internship supported by the Jack Petchey Foundation to begin in March 2025, based at YATI's home on Barnsbury Road in the heart of Islington. As Creative Outreach & Inclusion Assistant you will be a key member of YATI's administrative team. Reporting to the Creative Outreach & Inclusion Officer, the post holder is responsible for supporting the effective operation and delivery of YATI's Creative Outreach & Inclusion programme, including our heritage and community projects, StageDoor (fully subsidised places programme), YATI's Youth Board, Arts Award, Young Company, and school workshops.

This post is responsible for supporting the management and delivery of a range of new and exciting Creative Outreach projects with young people, schools, and community groups. They will build relationships with key partners from both the local area and the creative learning and participation sector and in widening the pool of freelance artists that YATI engages. The post will also contribute to the writing of funding reports through monitoring information and data.

The post holder will also be required to take full part in the Jack Petchey Internship Development Programme. You must be ready to take up the post during March 2025. As part of the Internship programme, you will attend a launch conference, a six-month update workshop, access six professional development workshops and a celebration event at the end of the programme. You will receive an extra training bursary of £1000 for approved training.

YATI recognises that young people across Islington and North London benefit greatly from engaging with the performing arts but face challenges such as accessibility that prevent their participation.

## **KEY RESPONSIBILITIES**

### **Creative Outreach**

- To support the administration and delivery of our Heritage and Community projects, including liaising with current and prospective community partners, recruiting participants, monitoring budgets, creating project and/or production schedules, organising logistics and purchasing materials.
- To work with the Creative Outreach & Inclusion Officer in growing our relationship with local schools and other educational settings through regular communication. In particular to promote YATI's Acting & Theatre Arts Foundation Course and liaise with our alumni ambassadors.
- Contribute to digital content for the website and social media.
- To support the Development Manager by providing content with which they can promote YATI's Creative Outreach & Inclusion work.
- To undertake the administration of any classes, workshops or projects generated by the Community & Creative Engagement strategy.
- To book delivery staff for projects as needed.
- To maintain records around Creative Outreach and ensure that freelance practitioners report on their activities.
- To complete project monitoring and evaluation forms as required.
- To develop and maintain a comprehensive schools and local contact database.
- To support the Creative Outreach & Inclusion Officer with monitoring and maintaining current DBS checks.

### **Programme Support & Inclusion**

- Assist the Creative Outreach & Inclusion Officer in the scheduling of staff, including timetabling assistants and finding cover where necessary to deliver YATI's in-house free programme of work, including Young Company.
- To support the delivery of Arts Award at YATI and aid in its administration.
- Support the development of procedures and systems associated with the capture, processing, management and reporting of student-related data.
- Assist in the smooth running of YATI productions, and where appropriate, act as production assistant.
- To be the first point of contact for YATI's Youth Board, including co-ordinating and minuting meetings.
- To support the Creative Outreach & Inclusion Officer in ensuring that YATI's work and working practices are inclusive and administer any support/supplies required to improve accessibility.
- To work with the Creative Outreach & Inclusion Officer to ensure that all in-house activity complies with best practice health and safety, including the creation of risk assessments.

## **Person Specification**

### **Essential Attributes**

- Good written and verbal communication skills
- Creative problem solving
- Strong organisational skills
- Enthusiasm for the performing arts and working with young people
- Collaborative skills / experience of working in a team.

### **Desirable Attributes**

- Experience in a public-facing role
- Strong communication and relationship - building skills
- Experience in event organisation
- Experience working with young people
- Basic understanding of backstage roles within theatre and film.

## **TERMS AND CONDITIONS**

Salary:	£25,207 per annum
Contract:	Fixed Term, 12-month internship
Hours:	35 hours per week, normally 10am to 6pm between Monday to Friday, but flexibility will be required, plus an additional unpaid hour daily for lunch. Additional hours may be required, as agreed with the post holder and determined by the needs of the business and may involve evenings and weekends.
Holiday:	20 days plus bank holidays.

Young Actors Theatre is committed to diversity and is an equal opportunities employer.