

Young Facilitator Training 2020

How does it all work?

Part of our [Creative Leadership Programme](#), **Young Facilitator Training** provides NYT Members a weekend of training focusing on learning and developing their teaching, directing and facilitation techniques.

These weekends are a great chance for you to develop your skills as a creative practitioner, and explore what being a facilitator really means.

We also use Young Facilitator Training weekends to also recruit individuals who might be suitable assistants on our Productions and Projects, as well as recruiting for paid positions on our summer courses and masterclasses.

Roles on Productions and Projects

- Assistant Director Roles
- Pastoral Assistant Roles

Recruitment for positions on Productions and Projects is done on a rolling basis.

Roles on Summer Courses

- Course Assistants for our Intake Courses (Acting and Backstage)
- Company Coordinators for Intake Courses (Acting and Backstage)*
- Company Managers for Intake Courses (Acting and Backstage)*
- Masterclass Course Assistants
- Start Up Summer Course Assistants

Even if you have completed Young Facilitator Training (previously called Creative Leadership training) in the past, you will need to attend a training weekend in 2020 to be considered for 2020 member facilitation roles.

*These positions are open only to Members who have worked previously on an NYT Intake Course, or who have significant external experience.

How to sign up for Young Facilitator Training

Training will take place on the below weekends. You **must** complete the full weekend.

28 & 29 March - Young Facilitator Training Weekend (London)

18 & 19 April - Young Facilitator Training Weekend (London)

9 & 10 May - Young Facilitator Training Weekend (London)

16 & 17 May - Young Facilitator Training Weekend (Manchester)

To apply, head to the [Members' Board](#).

You must be an NYT Member with an active [Company Membership](#).

Roles on 2020 Summer Courses

To be selected for any of the roles, you will need to complete a Young Facilitator Training weekend and be fully available for the relevant course dates this summer.

If selected you will also be required to attend an additional, compulsory training day on 11 & 12 of July.

Backstage Course (16-25)

Dates: Monday 3 August – Saturday 22 August 2020

Venue: Rose Bruford College, Burnt Oak Ln, Sidcup, Kent DA15 9DF

Junior Course (14-17)

Dates: Monday 27 July - Saturday 8 August 2020

Venue: Burntwood School, Burntwood Ln, London SW17 0AQ

Senior Course (18-25)

Dates: Tuesday 11 August - Saturday 29 August 2020

Venue: Burntwood School, Burntwood Ln, London SW17 0AQ

Epic Stages (18-25)

Dates: Tuesday 28 July - Saturday 22 August 2020

Venue: Rose Bruford College, Burnt Oak Ln, Sidcup, Kent DA15 9DF

Masterclass Courses

Various Masterclass courses in specialisms including Acting for Screen, Performing Shakespeare and Writing and Directing will be taking place during the below weeks

Monday 27 July - Saturday 1 August

Monday 3 August - Saturday 8 August

Monday 10 August - Saturday 15 August

Monday 17 August - Saturday 22 August

Monday 24 August - Saturday 29 August

Please note all successful applicants will be required to undergo safeguarding training and a DBS check if they don't not already have valid certificates.

Summer Course Role Descriptions

Course Assistant

A course assistant should be approachable, enthusiastic, a good time keeper, organised, able to be discreet and maintain confidentiality whilst liaising with The Project Manager and Company Management team regarding any issues.

All assistants must have read and have a good working knowledge of NYT's [Safeguarding Policy](#), ensuring a duty of care to all young people on your course.

Junior or Senior Course Assistant - Duties

- Working alongside a Course Director with a group of 30 new members on either a Junior (14-17) or Senior (18-25) Intake Acting Course
- Working creatively with the Course Director to create course content, whilst offering practical and logistical support
- Leading warm-ups and exercises
- Supporting your course members creatively and pastorally, ensuring everyone gets the most out of their course.
- Being the first point of contact for all your course members.
- Living in halls with all new members staying residentially, and checking your course in for curfew each night.
- Basic administrative tasks and support.
- Being an Ambassador for NYT.

Epic Stages Course Assistant – Duties

- Working alongside a Course Director and Writer with a group of 30 new members aged 18-25.
- Working creatively with the Course Director and Writer offering practical and logistical support.
- Serving as a Assistant Director on the end of course 20 minute show
- Leading warm-ups and exercises.
- Supporting your course members creatively and pastorally, ensuring everyone gets the most out of their course.
- Being the first point of contact for all your course members.
- Living in halls with all new members staying residentially, and checking your course in for curfew each night.
- Basic administrative tasks and support.
- Being an Ambassador for NYT.

Backstage Course Assistant – Duties

- You will work alongside a Head of Department with a group of 20 new members aged 16-25.
- Work creatively with the Head of Department offering practical and logistical support.
- Lead exercises and tasks and support with the course delivery.
- Supporting your course members ensure everyone gets the most out of their course.
- Being the first point of contact for all your course members.
- Providing pastoral support and mentoring to your course members.
- Living in halls with all new members staying residentially, and checking your course in for curfew each night.
- Supporting your course members with the productions, work on the tech & dress rehearsals and lead sessions when the HOD is engaged in the theatre.
- Support your course members during the performances.
- Be an Ambassador for NYT.
- Basic administrative tasks and support.

Masterclass Course Assistant – Duties

- Working alongside a Course Director with a group of 24-26 young people, both NYT and non-NYT members on either an Acting for Screen, Audition Technique, Writing and Directing, Start Up Summer or Performing Shakespeare Masterclass.
- Working creatively with the Course Director offering practical and logistical support.
- Leading warm-ups and exercises, and working one on one with course members with speeches and techniques.
- Supporting your course members creatively and pastorally, ensuring everyone gets the most out of their course.
- Being the first point of contact for all your course members.
- Supporting the NYT Office with the completion of registers, permissions forms and administration.

Company Coordinator

A Member Company Co-ordinator is able to use their initiative, but also follow NYT's procedural guidelines to the letter. They will support the Access and Skills Manager, Project Manager and Member Company Manager ensuring they are fully apprised of all details pertaining to the courses.

A Member Company Co-ordinator should be tactful, discreet, and able to maintain confidentiality to the highest level. An approachable, confident and friendly manner is essential, whilst being able to maintain clear head under pressure. An excellent working knowledge of NYT's [Safeguarding Policy](#) is required.

- Supporting the Project Manager and Member Company Manager in all things practical and logistical.
- Supporting and managing all Course Assistants alongside the Project Manager and Member Company Manager.
- Living in halls throughout the course.
- Working alongside the Course Directors and assist with any requests for printing or materials.
- Communicating any member related issues to the Project Manager in a confidential manner.
- Being responsible for the sale of NYT merchandise at the rehearsal venue, including stock checking and financial administration.
- Assisting the Project Manager and Member Company Manager in scheduling and organising the final course presentations, including being a point of contact for parents/ guardians.
- Being on hand to escort any members should they need to leave the course due to illness.
- Being First Aid trained prior to the course, and administering first aid where necessary.
- Ensuring all staff are adhering to the NYT's Safeguarding Policy and reporting structure.
- Working with The Access and Skills Manager and The Project Manager prior to the commencement of the course in the NYT office to support the management team in preparing the summer courses.

You must be at least 19 years of age to apply for this role.

In order to be appointed to this role you will be recommended by The Creative Leadership Training Team, then undergo a final selection interview with Kat Dale (Access and Skills Manager) and Anna Niland (Associate Director).

Company Manager

A Member Company Manager is able to use their initiative, but also follow NYT's procedural guidelines to the letter. They will support the Access and Skills Manager and Project Manager in delivering the courses.

A Member Company Manager should be tactful, discreet, and able to maintain confidentiality to the highest level. Organisation, attention to detail, good administrative and communication skills are necessary, as well as the ability to share responsibility for the management of a large team and delegate appropriately. An approachable, confident, and friendly manner is essential, whilst being able to maintain a clear head under pressure.

An excellent working knowledge of NYT's [Safeguarding Policy](#) is required.

- Supporting the Project Manager, you will share the responsibility of being the first point of contact between all courses staff and the relevant NYT staff.
- Support the Project Manager in leading the team of staff working on the courses.
- Living in halls throughout the course.
- Supporting the Project Manager, Member Company Co-ordinator, Course Assistants and Course Directors in all practical, logistical and pastoral matters.
- Organising nightly check-ins with the Course Assistants to ensure any problems are solved and to offer additional support.
- Holding daily update meetings with the Project Manager to ensure the smooth running of the courses, and ensuring the Project Manager is fully apprised of all relevant information pertaining to the courses, staff and participants.
- Organise and attend meetings with the Project Manager and Course Directors.
- Working alongside The Project Manager and NYT's Head of Pastoral Wellbeing to address any member related issues or disclosures, communicating information to the relevant NYT staff, whilst maintaining a high level of confidentiality.
- Working with the Project Manager to maintain clear communication with the staff and security at halls of residence and at the rehearsal venue to solve any issues.
- Being responsible for petty cash given to you by NYT, and completing a detailed float return after the courses.
- Keeping excellent administrative records.
- Working with The Project Manager to respond to parental emails and phone calls.
- Sharing responsibility for the Intake Courses email address and responding to all enquiries in a timely manner.
- Being at the ready and remaining open to problem solve any emergencies that occur during the courses.
- Being First Aid trained prior to the course, and administering first aid where necessary.

- Ensuring all staff are adhering to the NYT's Safeguarding Policy and reporting structure.
- Working with the Project Manager to organise and schedule the final sharing of the courses, including being the first point of contact for parents attending the final sharing.
- Maintaining an excellent working relationship with The Project Manager and The Access and Skills Manager, reporting need to know information directly to the appropriate full time NYT Staff.
- Working with The Access and Skills Manager and The Project Manager prior to the commencement of the course in the NYT office to support the management team in preparing the summer courses.

You must be at least 21 years of age to apply for this role.

In order to be appointed to this role you will be recommended by The Creative Leadership Training Team, then undergo a final selection interview with Kat Dale (Access and Skills Manager) and Anna Niland (Associate Director).

Member Courses and Masterclasses Support and Progression Structure

