

October 2021



Auditions and Courses Coordinator

RESPONSIBLE TO: Auditions and Courses Manager

RESPONSIBLE FOR: Fixed term contracted Auditions and Courses Assistants and Management and Delivery support as our team expands for our Summer Intake Courses and Courses Management Team

WORKING HOURS: The post is Tuesday to Saturday, 10:00–18:00 with additional hours as and when required to meet the needs of the National Youth Theatre and agreed with the line manager.

About National Youth Theatre

National Youth Theatre (NYT) is a pioneering youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people around the UK every year aged 11-25 and up to 30 for D/deaf disabled and neurodiverse young people. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over the past 65 years. We inspire, nurture and showcase exceptional performers and theatre technicians from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. Every year we reach out across the country to engage thousands of young people and deliver skills-based courses for members and non-members. We also produce ambitious theatrical productions in leading theatres across the UK and around the world. More information on our programme may be found here www.nyt.org.uk and you can meet our young people and watch how we helped young people stay creative and connected in 2020 [here](#).

Our Culture

At the National Youth Theatre our vision is for a culture that is inclusive, creative and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness and respect. We believe that we do better work together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry and the wider world. Whatever your background or wherever you're from, we invite you to support our mission to be a creative force for good at a critical time for young people, our industry and our world.

We are an equal opportunities and disability confident employer and we actively encourage disabled people and people from backgrounds currently underrepresented in our team and the arts workforce to apply. If you require any of this information in another format or have any access requirements to complete your application get in touch on jobs@nyt.org.uk / 020 7561 8661 and we'll do all we can to help. All disabled candidates who demonstrate that they meet the minimum criteria will be invited for an interview.

About our Work and Main purpose of position

The main purpose of this role is to support the delivery and growth of our auditions and short courses programme, providing the best possible experience for young people engaging in this activity. Auditions and Courses at NYT is centred on an annual programme of Auditions and Interviews, Acting and Backstage Courses, and Masterclasses, in person and online, which offer free and affordable opportunities to over 7,500 young people to take part each year. The role is core to the team in welcoming our participants, ensuring our values are represented across our programmes and in ensuring our programmes run efficiently maximizing the experience for all our participants.

Auditions and Courses at the National Youth Theatre are overseen by Associate Director Anna Niland and led by the Auditions and Courses Manager. This role will be based at our redeveloped north London home, described by The Guardian as "a beacon of optimism for the next generation of theatrical talent, on and off stage." [Watch a film](#) about our redeveloped building.

Auditions and Interviews

We seek out a new cohort of talented young people every year who represent the diversity and complexity of Britain's youth in all its forms through our national acting auditions and backstage interview campaign and through targeted programmes and projects. We audition approximately 6,000 young people for our summer Acting Courses and interview over 200 young people for places on our summer Backstage Courses. Since the start of the COVID-19 pandemic we have moved to delivering auditions solely online, alongside free in-person taster workshops around the country in arts centres, schools and places where young people less likely to engage in the arts congregate including shopping centres and youth centres.

We also work with partner organisations to deliver community projects in regions outside London; offer free auditions and interviews in partnership with community-based organisations like Black Ticket Project, targeted outreach partners like Backstage Niche and with youth theatres, schools and venues in areas where drama provision is low. As part of our Inclusion Programme we run a series of initiatives to widen participation for disabled young people, offering relaxed auditions and progression audition opportunities through our partner non-mainstream schools and in-house accredited training programmes. The Auditions and Courses Coordinator will be involved in the ongoing development and delivery of this work as NYT expands its provision in these areas. This role will also assist with the administration of the online auditions programme from 2022 that are fully inclusive for young people with physical or learning disabilities, as part of the organisation's commitment to inclusive practice.

Courses and Masterclasses

- We enable approximately 850 young people to develop their performance skills on our summer acting courses or their backstage skills on our backstage courses in Costume, Lighting, Sound, Scenic Construction, and Stage Management. Our courses are led by experienced professionals and our students get to meet industry experts at Q&As we

organise, through guest tutor workshops and through backstage visits to West End theatres. Bursaries are offered to ensure that price is not a barrier to access, with generous and invaluable support from the Leverhulme Foundation and private donors.

- We enable over 750 young people to sharpen skills in specific disciplines on our NYT Masterclasses, in person and online, via one week courses and evening courses.
- We prepare younger people to take part in NYT via Start Up Saturdays and Start-Up Digital, which introduce 11-14 year olds to NYT's ensemble practice
- In response to the COVID-19 pandemic we've offered opportunities for young people to get back in the room through Restart Courses.

Creative Leadership

The Auditions and Courses Coordinator will also support the delivery of NYT Creative Leaders and Young Facilitators Training programmes. Our free creative leadership programmes are designed to support young people in growing their facilitation and leadership skills for future roles in theatre and the creative industries. Our programmes are specifically designed to diversify the sector and to support those from backgrounds currently underrepresented and our alumni are now found in leading roles across the breadth of the sector. [Read about alumni Shiv Jalota's journey.](#)

Key responsibilities

- Work with the Auditions and Courses Manager to schedule the Auditions and Courses programme across the year to maximise opportunities, whilst providing young people with the most positive experience
- Develop partnerships and liaise with Auditions venues, ensuring spaces meet NYT's accessibility requirements. We commit to delivering NYT activity in spaces that are fully accessible.
- Assist with the engagement of freelance NYT Associate Artists to run our Auditions and Courses, building positive relationships with our creatives and working to support our aim that our workforce reflect the diversity of the young people we work with nationally
- Create engaging and inclusive Audition and Courses information materials for NYT Associate Artists, Participants and Parents for all relevant activity, and source materials required to facilitate activity and welcome participants, introducing our values
- Arrange travel and accommodation for NYT Associate Artists where required
- Build relationships and engage with schools in our auditions and courses activity
- Support NYT's mission to reflect the diversity of Britain's youth by undergoing equality monitoring data gathering and interpretation
- Support NYT's inclusivity practice by coordinating additional support for young people with a physical or learning disability, including signposting to our specific Bursary support
- Administrate the selection process for the summer Acting and Backstage Courses,
- Support the project delivery of our intensive summer period of short courses
- Liaise with NYT Associates, venue staff, parents/guardians and participants during the summer courses ensuring all communication is inclusive, effective and supports the participants experience
- Maximise participation in courses by working with the communications team and coordinating waiting lists for sold-out courses
- Liaise with parents/ guardians and carers to create and implement access/ care plans for participants with additional needs
- Support the Auditions and Courses Assistant (Jan – March) and Company Management Team during courses to ensure NYT's high standards of pastoral care for young people are maintained, including occasionally overnight residential work during intensive summer periods

- Work with the communications team to encourage all Hub subscribers and NYT course participants to become further involved in the range of opportunities NYT offers
- Support the recruitment and progression of a diverse pool of Creative Leaders and Young Facilitators and the staffing and delivery of this free training programme
- Assisting with the collation and analysis of data and feedback from NYT training programmes on NYT systems including Membership profiles on the NYT website
- Coordinate the planning, administration and evaluation of our Start-Up Courses
- Ensure strong data management relevant to all activity and understand and support NYT's compliance with GDPR legislation and Work closely with the finance team to support our payment systems

General

- Attend and support NYT productions and projects including press nights, auditions and courses, educators events and members events
- Take part in regular staff meetings and membership focus groups
- Undertake any other duties reasonably requested by the Auditions and Courses manager, Chief Executive & Artistic Director
- Help us reach new audiences and support the wider work of the NYT Staff, the creation of the culture we aspire to create, the development of our young people and staff

Information

Salary: £25,000, Full Time, working Tuesday to Saturday at the National Production House on the Holloway Road, Islington.

Training: There will be the opportunity to go to wider sector conferences and training days during the period of employment, as agreed with the Auditions and Courses manager. Safeguarding and Intersectionality Training is available to all NYT staff.

TOIL: The Coordinator will qualify for TOIL in accordance with our staff policy, for hours worked outside ordinary working hours to meet the demands of the Auditions and Courses department.

Volunteering: NYT offers all staff a voluntary 4 days of paid Leave annually in order to volunteer within a charity or organisation that is intended to directly enhance our collective and individual awareness and understanding of diversity

All NYT employees have access to an Employee Assistance programme operated by Health Assured.