

PROJECT MANAGER (Summer Intake Courses)

RESPONSIBLE TO:	Associate Director & Auditions and Courses Manager
SUPPORTED BY:	Member Company Managers, Wellbeing Workers & Course Assistants
WORKING DATES:	This is a project-based appointment.
Pre-Course Admin:	Monday 23 May to Friday 1 July (4 days per week) Monday 4 July - Friday 29 July (5 days per week)
Training:	2 days TBC
Course Dates:	Sunday 31 July - Saturday 3 September (inclusive of Saturdays)
Post Course Admin:	Monday 5 September - Friday 9 September

In applying for this contract, you are confirming that you are available in London & Northampton for the above dates.

The primary working hours to service this contract will be:

Admin dates: 10:00-18:00
Training dates: 10:00 - 18:00
Course dates: 9:30 - 18:00 or 9:30 - 21:00 on performance days. During the course delivery dates, the Project Manager will be required to stay in the provided accommodation (university halls) in Northampton.

There is a requirement to be on call in the evenings to deal with emergencies. This responsibility is shared with the Auditions and Courses Manager, Wellbeing Workers and the Associate Director. The Project Manager will get Sundays and at least one evening off per week during the course.

There may be some additional hours as and when required to meet the needs of National Youth Theatre, however these will be kept to a minimum.

Main purpose of position

The National Youth Theatre is a pioneering youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people aged 11-25 from a diverse range of backgrounds and from around the UK every year. We inspire, nurture and showcase young creative people from Great Britain and Northern Ireland, creating an inclusive environment where we celebrate difference and give young people a voice. We commission brave and relevant new writing and reinterpret classic stories for our time, exploring issues that matter most to our young people from the climate crisis to Black Lives Matter. Every year we reach out across the country to engage thousands of young people and deliver skills-based courses and deliver training in Creative Leadership, Inclusive Practice and Intersectionality. We produce ambitious theatrical productions in leading theatres across the UK and around the world, in community settings and on screen. More information on our programme may be found at www.nyt.org.uk and you can meet our young people and watch how we've helped young people stay creative and connected during the pandemic [here](#). Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over 65 years.

At the National Youth Theatre we want to create 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 our industry, country and world.

This post is vital in supporting the individual experience of over 600 young people who participate in the Junior and Senior Intake courses. The Project Manager acts as the organisational, practical and logistical lead for the courses managing the day to day running, the wellbeing of the participants and balancing the needs of the associate staff. Patience, care and compassion are key, as well as the desire to work collaboratively in a tight knit team.

Our Intake courses are between two and three week summer courses for those aged 14-25, that will see over 600 young people participate across sixteen groups. These groups work spend their time training in NYT's ensemble theatre ethos developing skills and experience and create a devised performance, shared on the final course days.

Approximately 90% of the participants are expected to stay in the halls of residence during their course.

Key responsibilities

To promote the values of the National Youth Theatre within the programme and to promote a positive and inclusive environment for all participants.

To Project Manage the delivery of the Summer Course programme independently and as the key point of contact for the delivery team throughout the summer

To keep the Auditions and Courses Manager apprised of major course developments whilst managing the day to day logistics independently and self-sufficiently

To manage the day to day issues and needs of NYT Associate Artists and Course Assistants

To act as the main point of contact in relation to the Junior and Senior Courses for both internal and external enquiries

To hold regular meetings with Member Company Managers and Member Company Coordinators ensuring the team are fully supported and managed at all times

To work closely with the venue staff at Royal and Derngate and to ensure the smooth delivery of all Junior & Senior sharings

To ensure the programming for the courses runs to schedule and to budget

To manage behavioural measures for participants in a fair and transparent way, reporting into the wider management team

To collate and facilitate participant feedback for the purposes of reporting and evaluation for internal and external stakeholders

To manage the accommodation and venue check in/check out process for course participants

Liaise with Royal and Derngate and University staff and other external contractors where necessary

Welfare and Pastoral

To provide considerate and compassionate pastoral care to course participants according to appropriate guidelines provided by NYT. To follow a chain of command in relation to the necessity of any escalation of concerns or enquiries.

To liaise with parents & guardians of course participants where required and in keeping with our privacy guidelines.

To stay in the accommodation provided for at least three nights per week during the course dates.

To be 'on call' to deal with out of hours issues should they arise.

To report and record any issues surrounding safeguarding according to the NYT's Safeguarding Policy.

To encourage professional behavioral standards from course participants and all NYT Associates and resolve issues at the earliest opportunity, should they occur.

To monitor the participants and, where possible, prevent escalation of any issues.

To work closely with the Member Company Managers to monitor participant welfare.

To work closely with NYT's psychotherapist to identify and prevent any safeguarding or welfare issues from occurring or escalating.

Administration

To prepare course materials to the expected standard of NYT during the contracted admin days.

To monitor and record payments in accordance with NYT's Finance guidelines.

To effectively monitor email and telephone communication and respond in a timely manner.

To keep excellent records and maintain all course data.

To contact all participants with additional needs and create individual support plans.

To oversee and manage floats, petty cash and course budgets.

To liaise with NYT Head Office and core team as appropriate.

Complete evaluation and feedback as required.

Information

Location: The role is based at the home of the National Youth Theatre on Holloway Road for the pre course admin, training days & post course admin. There may also be some remote working in the period between May - June. During the course, you will be based at Royal and Derngate, Northampton (Accommodation is provided for the duration of the course in the Halls of residence)

Fee: The role is remunerated as follows:

- During the advertised admin & training days: £100 per day
- During the advertised course dates: £750 per week
- This is a freelance contract and the successful applicant will be responsible for their own declaration of tax and National Insurance.

TOIL: This is a freelance contract and is not eligible for overtime or time off in lieu.

DBS: In keeping with our Safeguarding Policy, Employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate.

INTERVIEW: Tuesday 19th and Wednesday 20th April 2022.

Person Specification

Essential Experience and Characteristics:

A commitment to the values of the National Youth Theatre and proven experience of how such values can be applied in this environment.

This is a Management role for which we require at least three years' equivalent experience in an education, professional development, or training role.

Previous pastoral experience & responsibility managing projects with young people in a training-led environment.

A strong understanding of and commitment to inclusion and diversity in all its forms and its relevance to the workplace.

A professional and personal commitment to Equality of Opportunity and an understanding of how this should be applied in a learning environment.

Excellent administrative skills with experience of Microsoft Office suite.

Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.

A can do, flexible attitude backed by relevant peer review or personal references.

Problem solving skills and the ability to think on your feet, even under pressure.

Safeguarding Training

Desirable Experience and Characteristics:

Previous large scale Project Management experience

A strong understanding and knowledge of theatre making and possible roles and responsibilities within the industry

Recent disability awareness training or equivalent and commitment to continual personal growth.

Experience of quality control, application of a standards framework or other equivalent opportunities

First Aid Training