**Youth Theatre and Adult Education Administrator**

**About The Questors**

[The Questors](http://www.questors.org.uk/index.aspx) is Ealing’s Theatre, and we are one of the largest community theatres in Europe, with a membership of around 1,000 people, of whom around 500 are actively involved in our productions. We produce and perform 18 plays per year, host a range of visiting theatre companies, and deliver a variety of one-off and special events. On average 16,000 people come to see our shows each year. You can read about our history and our aims [here](http://www.questors.org.uk/page.aspx?page=551).

We have two auditoriums – The Judi Dench Playhouse which seats 350 people and The Studio which seats 100 people, plus a bar, café, rehearsal rooms, a set-building workshop, wardrobe and props departments. Our adult training offers everything from short modular courses to a two-year part-time acting course for people intending to pursue an acting career. We also have a thriving youth theatre attended by 500 children and young people every week.

**About the Questors Youth Theatre**

We are proud to run a fantastic Youth Theatre which offers weekly drama classes for Years 1-13 (ages 5-18). The classes are run by teachers employed by The Questors. Depending on the age of the young person the activities in the classes include Drama Games, Improvisation, Storytelling, Group Work, Devising Scenes, Trust Exercises, Character Development, Voice Work and Performance Skills.

Every year each Questors Youth Theatre Class gets a chance to put on a performance in one of our theatres in front of an audience and we also stage a Questors Youth Theatre production in the Judi Dench Playhouse. In recent years, our Youth Theatre has staged performances of Hairspray, Bugsy Malone, and The Light Burns Blue. Members of the Youth Theatre also form an important part of the cast for the much loved Questors Annual Christmas Pantomime. In addition Youth Theatre students participate in Workshops and end of year Showcases (to which their parents/carers are invited).

**Adult Education**

Our adult training offers everything from short modular courses, including Improvisation, and ‘Acting-For-All, a course designed to support people to take their first steps towards becoming actors, to a two-year part-time accredited acting course for people intending to pursue an acting career at The Questors and elsewhere.

**About the role**

Responsible to: Executive Director    
Working with: The Questors Youth Theatre Director, The Director of Studies, The Finance and Business Manager, The Technical Manager, The Learning and Participation Officer, and teachers and teaching assistants employed to teach the Youth Theatre students

Remuneration: For 5 days per week (Mon, Tue, Weds Thu & Fri, with occasional working on Saturday mornings - offset by time off in lieu of hours against the weekday work time schedule.) from £25,000  
Holidays: 28 days. Applications for a job share will be considered.  
Probation: 6 months

The role will require an enhanced DBS, applicants must either hold an enhanced DBS or be willing to undergo the DBS process.

**Role responsibilities**

**Questors Youth Theatre (QYT)**

**Recruit Tutors and Teaching Assistants (TAs),** including conducting interviews in conjunction with the Youth Theatre Director, completing references, DBS checks, contracts and Payroll paperwork for Business Manager. Arranging the Tutor and TA schedule including cover for absences/sickness.

**Administer the smooth and efficient running of the annual programme of Youth Theatre activities,** including class schedules, publicising events, monitoring attendance, supporting end-of-year Showcases, and updating the QYT section of the Questors website.

**Safeguarding responsibilities**

* Principal administrator for safeguarding procedures, ensuring annual safeguarding training for Tutors and TAs and provide admin support takes place and new DBS checks for QYT staff as required.

**Workshops**

* Organise all holiday workshops in conjunction with the Learning and Participation Officer and provide admin support as required.

**Youth Theatre involvement in Questors Shows**

* Ensure that safeguarding and chaperoning responsibilities are properly carried out, and work with Ealing Council regarding Performing Licence and Chaperone requirements.
* Complete DBS checks for parents/production team, as necessary.

**Adult Education**

Liaise with tutors for Acting for All and Platform short courses and agree dates and locations and publicise on website in conjunction with the Marketing Officers.

Support The Director of Studies with the Student Group auditions and recruitment process.

**General Office**

As a member of the Office team support the general day to day running of the office to ensure the efficient operation of services and excellent customer service.

**Person specification**

**Essential**

1. Excellent organisational skills in administration in a multi-tasking environment.
2. Proven ability to take responsibility and exercise initiative, whilst also enjoying being a team member, and maintaining a calm, polite and efficient manner towards other employees, volunteers and when dealing with the public.
3. Excellent written and oral communications skills.
4. Ability to line manage and motivate other employees.
5. An understanding of the safeguarding requirements associated with working with young people.
6. Ability to manage financial records.
7. Proven experience of working with Microsoft applications, including Word, Excel and Outlook.
8. Confidence working with a variety of IT systems.

**Desirable**

1. Experience in administration in the arts and/or education.
2. Experience of working with volunteers and members.
3. An interest in the performing arts.
4. Experience of working with young people.
5. An understanding of the DBS checking process.