

### JOB DESCRIPTION AND DUTY STATEMENT

#### Position Outline

**Reports to:** Head Tutor

**Position type:** Part time/casual (6-8 hrs per week, extra hours may be required when working towards staged performances).

**Duration:** 6 month contract with scope for renewal

#### Job Description:

The ASTA Youth Theatre Assistant will work alongside the Head Tutor and provide both artistic and administrative support. Working at ASTA requires a "Blue Card".

#### Duty Statement:

1. Provide administrative support for any other ASTA Youth Theatre tutors and supervision of volunteers and work experience/trainees.
2. To promote and safeguard the well-being of all students within ASTA Youth Theatre.
3. To ensure that all customers receive a high standard of customer service through providing timely and relevant administration services for the initiative.
4. To undertake the role of Assistant Director/Stage Manager or any such production based role which may be required during live performance rehearsals.
5. To liaise with the Head Tutor, students and parents to ensure all students are getting a quality experience, and report immediately any concerns regarding student welfare.
6. To attend meetings as required.
7. To support and develop the ambitions of ASTA Youth Theatre.
8. To assist with the implementation of marketing campaigns as required.
9. To undertake training as required.
10. To be a full team member within ASTA Youth Theatre and contribute to the life of the initiative as a whole.
11. Any other duties as may be required as part of the Youth Theatre Assistant function.

#### Selection Criteria for the Youth Theatre Assistant

## **1. Skills & Abilities**

- 1.1 Excellent interpersonal and communication skills are essential
- 1.2 High standards of arts program administration and customer care is essential
- 1.3 Ability to work diligently as part of a team to provide a quality experience is essential
- 1.4 Ability to confidently lead performance based activities with young people

## **2. Experience**

- 2.1 Previous experience within the performing arts is essential
- 2.2 Previous experience delivering and administering creative workshops and assistant directing performances is desirable
- 2.3 Experience of working with young people within a creative learning environment is desirable