



Workshop Assistant (Creative Learning)

Job Description
Person Specification

November 2021

Wycombe Swan is part of HQ Theatres & Hospitality's (HQT&H) portfolio of eleven regional theatres and live entertainment venues and is part of the Trafalgar Entertainment family. **HQ Theatres & Hospitality** manage 12 venues on behalf of local authorities across the UK; from live music venues and concert halls to large auditoria presenting top West End productions, high profile live music and comedy, ballet, opera and family theatre, HQT&H are recognised for providing industry-leading hospitality and first class customer experiences.

Wycombe Swan is located in the heart of the High Wycombe town centre and comprises of three distinct spaces to provide the people of Buckinghamshire with top-quality musicals, drama, comedy, dance, family shows, one night events, and a world-class pantomime. With a capacity of 1,076 seats, the Main auditorium boasts superb acoustics, a large stage and adaptable seating. The historic Old Town Hall offers a smart, distinctive, multi-use space with staging and seating up to 400 and 600 standing. Rounding off the spaces is the ornate Oak Room, providing a glorious and elegant setting for events of up to 120 people. More than just high quality programming seen in the main space, Wycombe Swan regularly hosts conferences, graduations, parties and weddings, with exquisite food provided by the in-house catering team.

The Wycombe Swan and Old Town Hall has always been at the heart of the Wycombe community. We are proud to be a venue that supports local community hires, alongside nurturing the young talent of Bucks through our youth drama activities. Playing our part during the Coronavirus pandemic operating as a vaccination centre for the NHS, we are now looking to grow our team with passionate and talented individuals.

Employment type: Casual

Salary: You will only be paid for the hours that you work. The Company will pay you £9.31 per hour (gross).

Hours: As required. Working hours will include evenings, weekends and Bank Holidays. With a varied and evolving range of projects, opportunities will be available throughout the year. We will also require someone to regularly assist our weekly youth theatre. Term time: Mondays, 5.15pm-9.15pm.

Work location: You will be based at Wycombe Swan.

Purpose of the role: Workshop Assistants are the point of contact for participants. They get people signed in, ready and raring to go. They assist the workshop leader in the delivery of the workshops. This is an opportunity to work with various theatre practitioners throughout the year whilst learning to create and run workshops yourself.

Our ideal candidate: Our ideal candidate will be approachable, enthusiastic and professional. They will be confident in dealing with members of the public and have a passion for sharing theatre with participants of all ages. Appointment is subject to the applicant obtaining an Enhanced DBS.

Closing date: Monday 22nd November 2021 12pm

How to apply: Please submit a CV & covering letter to admin@wycombeswan.co.uk with the subject title 'Workshop Assistant'. Tell us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

You will report directly to the Creative Learning Manager.

KEY ACCOUNTABILITIES**Operations**

- Assist in the delivery of creative learning workshops
- To sign in participants, and to be the point of contact to parents and guardians
- Effectively handling enquiries from participants, parents/guardians, and other staff
- To help create a welcoming, safe, and enjoyable environment
- Encourage collaboration, confidence, and teamwork
- Be flexible in approach / focus, and be able to respond to participants needs and interests

Health & Safety / Safeguarding

- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.
- Take registers of attendance, and to call contact details of anyone who has not arrived
- To strictly follow all of Wycombe Swan's Safeguarding Policies and Procedures

Recruitment, Training and Development

- Undertake training and development relevant to the successful execution of the job role.
- Appointment is subject to the applicant obtaining an Enhanced DBS.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- At all times, act as an ambassador for the venue and HQT&H.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Experience

- Experience of drama/theatre workshops – either as a participant, workshop assistant, or workshop leader.

Skills

- Excellent communication and approach; friendly, warm and encouraging
- Strong communication and people skills
- Empathetic, patient, and sensitive to the needs of participants

Attitude

- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A keen interest in working with young people.
- Understanding of the significance of safeguarding.
- Friendly, enthusiastic, and professional. You care about the experience of our participants.
- Demonstrable enthusiasm for live theatre and entertainment.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.

Other

- 18+
- Willing to obtain an Enhanced DBS check