



## Projects and Participation Assistant x 2 | Part Time

*(6 hours per week | £10.85 per hour | 12-month fixed term contract | Home office based but with travel to regional locations)*

**RicNic is looking to appoint two Projects and Participation Assistants who will provide support across our theatre projects for children and young people and who will receive mentoring and training to support their professional development across the period of employment. This role would suit someone looking to start a professional career in the arts. You may have recently left education or be looking to transfer your skills acquired elsewhere to working in an arts environment.**

### **There are two posts available**

- *Projects and Participation Assistant (Staffordshire/Cheshire)*
- *Projects and Participation Assistant (Oxfordshire/Hampshire)*

### About RicNic

RicNic is a unique theatre charity working with young people across the South East, West Midlands and North West. We are committed to providing access to the theatre and the creative industries for all young people, delivering projects which give children their first experience of drama games through to programmes which support emerging artists and composers to create new work.

Going forwards, we aim to engage with 500 young people aged 7-21 in each of the regions that we operate in. For 2022, these regions will be Staffordshire, Cheshire, Oxfordshire, and Hampshire. The core engagement offer in each region will consist of

- **Summer Musical Theatre** - programme which challenges 16-21 year olds to form their own production company and stage a musical in a public venue.
- **Engage Workshops** – a series of facilitated sessions in schools, colleges and universities which explore creative skills and help to recruit for the summer programme
- **Own The Stage** – a digital project for primary schools, challenging children aged 7-11 to share their creative skills.

In addition, we will be working with partner organisations in each region to offer additional training and creative development opportunities for young people aged up to 25.

### Projects & Participation Roles

An exciting opportunity has arisen for RicNic to create two new posts to support these projects over the next year. The Projects and Participation Assistants will each be aligned to projects in two of our regions **Post 1: Staffordshire & Cheshire** and **Post 2: Hampshire & Oxfordshire**. They will provide administrative support and guidance to our youth production teams and support in the recruitment of other participants, school, and community partners. Full training will be provided along with opportunity for each assistant to develop skills in a busy arts education and administrative role.

RicNic has a small staff team consisting of the Executive Director (line manager to these roles) and a Creative Engagement Manager. We also have the support of an enthusiastic, forward-thinking board of trustees regional freelance facilitators and a panel of ambassadors currently working professionally across the creative industries.

## Job Specification

- Provide administrative support to our youth production teams as they prepare for their musical theatre productions including liaising with venue partners, theatre licence holders and suppliers, hosting regular zoom meetings with the teams and making occasional site visits to venues.
- Act as a point of contact for our youth companies in summer rehearsals and performance.
- Co-ordinate the registration process for participants across our programmes, obtaining parental permissions, medical information, and safeguarding forms as necessary.
- Support the RicNic team in the delivery of Engage workshop sessions in local schools and colleges, and lead your own sessions once trained.
- Support the RicNic team and visiting speakers at training and artist development events throughout the year.
- Support RicNic's Own The Stage programme by sourcing local schools' contacts, sending out resource packs to partner schools, uploading content to our project's website, co-ordinating showcase days and fundraiser events.
- Contribute to RicNic's social media content and arrange additional content and takeover days for our summer musical companies.

### **RicNic will provide**

- Full training in the role and opportunities for the candidate to gain experience in developing their own projects
- Additional training from external providers (to be determined with individual candidates)
- Full Enhanced DBS certificate
- Access to mentoring and advice on further experience and career pathways via our network of industry ambassadors.

## Person Specification

### *Essential*

- A keen interest in theatre and the arts in general and in the wider event management / arts administration sector.
- An interest in arts education and the impact of creative learning on young people
- Commitment to working as part of a small but busy team
- Ability to juggle tasks across various projects
- A base in or a strong knowledge of at least one of the regions that the post is connected to.
- Ability to work from home but willingness to travel occasionally for work
- Competent in using basic IT packages
- Ability to communicate well in writing, by telephone and in person
- Willingness to learn, observe and take advantage of opportunities

### *Desirable*

- Experience of presenting to an audience
- Awareness of issues facing arts education currently
- Working knowledge of social media platforms – Facebook / Instagram / Twitter

As this is a part time role, we expect that candidates may be taking on other roles at the same time. We will endeavour to be flexible to accommodate this but ask that a regular day or two half days are maintained as much as possible. In addition, you must be available to work during August 2022 which is when our productions take place. The role is based at home with some travel between projects required. A laptop will be provided to support home working. Due to the nature of our projects, occasional weekend or evening hours may be needed. These will be fixed in advance and time in lieu always given.

### Application Details

For an informal chat about this role please email [jennifer@ricnic.org.uk](mailto:jennifer@ricnic.org.uk) to arrange a convenient appointment.

To apply please complete our application form available via our website at [www.ricnic.org.uk](http://www.ricnic.org.uk)

[Closing date for applications is Sunday 5<sup>th</sup> September, 5pm.](#)

**Interviews will be held in Staffordshire and Hampshire on 13<sup>th</sup> and 14<sup>th</sup> September**