



## Half Moon Young People's Theatre Creative Learning Assistant (Internship)

### Company background

Half Moon gives young people from birth to 18 (25 for disabled young people) an opportunity to experience the best in young people's theatre, both as a participant and as an audience member. The company places an emphasis on engaging those who are often excluded from arts activity, such as those from ethnically diverse communities, Deaf, disabled and neurodiverse young people, those affected by mental health conditions or those excluded due to socio-economic circumstance. All work is accessible and child-centred. We use drama to engage children and young people in creative education but also in the personal and social development benefits that come from performing arts activities. The company's expertise is in supporting young people at every stage of their creative development, providing gateways to engagement, offering pathways for progression. The two aspects of the company's work have equal status and are mutually enriching.

#### Artform development/Producing:

- producing and presenting the best professional theatre at our own venue and on tour
- nurturing and mentoring new artists, particularly those under-represented in the sector
- inspiring established artists to work in the theatre for young audiences sector.

#### Creative Learning:

- providing an extensive education and outreach programme for groups and individuals
- placing young people at the heart of the creative processes to develop professional work
- giving children and young people representation in all aspects of the organisation.

Half Moon has a full-time staff team of seven plus three part-time staff and employs many freelance specialists across all areas of the company's activity. The company is a registered charity which gets funding from Arts Council England and Tower Hamlets, as well as raising funds from many other sources. [www.halfmoon.org.uk](http://www.halfmoon.org.uk)

### Creative Learning Assistant (Internship) - Job Description

This is a twelve-month paid Internship supported by the Jack Petchey Foundation.

As part of this role, you will be part of the [Jack Petchey Internship Programme](#) with 25 other interns from different youth organisations in London and Essex. This development programme will involve you attending at a launch conference, a six-month update workshop, six professional development workshops through the year and a celebration event at the end of the programme. You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you

Half Moon Young People's Theatre  
43 White Horse Road  
London E1 0ND

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VAT No 748 901 504





in your professional development. The Jack Petchey Internship Programme training and events will take place in person (subject to Covid-19 restrictions) in London and you will be expected to take full part in this programme alongside your role at Half Moon.

The post holder will assist with all aspects of the company's Creative Learning work, including participatory youth, schools and community work. The role will provide an opportunity to learn about all aspects of arts education and outreach in a small and welcoming team. Specifically, the post holder, under guidance from the Head of Creative Learning, will assist with:

- youth theatre administration
- schools' contact management
- direct work with young people
- updating databases
- social media
- updating websites
- administration of school/group bookings

### **Person specification**

It is expected that the post holder should have:

- enthusiasm for working in a theatre/arts/education related environment
- experience of working within a community context with particular reference to young people and/or education, or be able to demonstrate an informed understanding of this
- evidence of good interpersonal skills
- good oral and written communication
- IT skills including Word, Excel, Access, Wordpress
- flexibility, including a willingness to work occasional evenings or Saturdays
- experience of working in a busy, multi-faceted environment.

As this post involves working with/contact with young people, employment is subject to the Company's procedures and Company's policies with regards obtaining enhanced disclosure status (DBS). Half Moon's Employment Code of Practice with Regards the DBS Procedures (incorporating Half Moon's Policy Statement on the Recruitment of Ex-Offenders) is available on request.

The Jack Petchey Internship development programme is designed for young people who are leaving further or higher education and starting out in the youth/charity sector - or young

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people who have done one or two years of employment and are looking to transfer into, or take their next career step in, the youth/charity sector.

We particularly welcome applications from residents of Tower Hamlets.

- Start date:** Monday 10 January 2022
- Contract:** One year fixed term
- Salary:** London Living Wage (£11.05 per/hour)
- Holidays:** 25 days per annum
- Hours:** 40 hours per week (including one-hour lunchbreak each day). The post holder will be expected to work flexible hours in line with the theatre's opening hours including some Saturdays and some weekday evenings.
- Probation:** 2 months from first day of appointment
- Notice Period:** 1 month
- Terms:** As this post involves working with/contact with young people, employment is subject to the Company's procedures and Company's policies with regards obtaining enhanced disclosure status (DBS). Half Moon's Employment Code of Practice with Regards the DBS Procedures (incorporating Half Moon's Policy Statement on the Recruitment of Ex-Offenders) is available on request.

**Please email CV, letter of application (max 1 side A4) including current salary, contact details of 2 referees and Equal Opportunities Monitoring form to: [beccy@halfmoon.org.uk](mailto:beccy@halfmoon.org.uk)**

**Closing date for applications: 10am, Friday 26 November 2021**

**Interviews: week commencing 29 November 2021, at Half Moon**

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