

Trainee Participation Assistant

Are you passionate about theatre and curious about arts education?

We are looking for a motivated and enthusiastic Trainee Participation Assistant with an interest in theatre and an enthusiasm for creative learning to join our award-winning Education Department.

Assisting with the day-to-day running of the department, you will support our team in the delivery of a mixture of formal and informal theatre training for young people aged 5-18 years.

This is a paid training opportunity which will allow you to gain hands on experience, learn key transferable skills and work with our dedicated team.

Hours: 25 hours per week (working some evenings and sometimes over school holidays)

Contract: 12-month fixed term

Salary: National Minimum Wage £11.44¹ per hour.

Who is this role for?

- The role is available for young people who are aged 19-25.
- This role is only open to applicants who are black/brown/person of colour.

At The Egg, we are committed to fostering a diverse and inclusive workforce and we strive for equity in our recruitment and employment practices. In order to inspire and train more people from diverse backgrounds, we need to actively work to address the barriers they face. We are looking to diversify our workforce by 20% by 2026 and with that in mind would like to employ a black/brown/person of colour to work towards this goal. We are happy to make-reasonable adjustments that will help you feel more confident throughout the process, please don't hesitate to let us know how we can help.

What is a Trainee Participation Assistant?

You will have a focus on our Theatre School (after-school hours and school holidays). Your main responsibilities will be to assist with the day-to-day running of our Theatre School, under the guidance of the participation producer. You will support our team of practitioners as they deliver practical theatre skills classes and represent the department within the workshop space. You will communicate with a variety of people, including; students, practitioners, parents, teachers and schools. This will be via email, telephone or in person.

Full training will be given, with the opportunity to develop your own theatre facilitation skills. In addition, you will undertake office-based tasks, such as; general administration, logistical problem-solving and scheduling. An insight into all elements of a working theatre can also be offered, including training in our box office systems and operational working practices.

Where possible, we can support the successful candidate in their creative goals and career ambitions, by offering insight into the roles that exist within a theatre-training environment or working theatre building.

¹ Increasing to £12.21 April 2025

What you will do:

- Assist the in-person delivery of all week time evening groups as part of our Theatre School offer. Support practitioners in the leading of sessions, managing the readiness of the workshop space and materials and offer pastoral support to participants during the sessions.
- Administratively support the running of the department, including maintaining registers, following up on attendance records, payments, room bookings and schedules.
- Answer enquiries from parents, teachers, and participants via email, phone or social media.
- Support the Participation Producer in producing the annual Theatre School festival shows, and other theatre school events including; end of term sharing, open mic events, summer schools, etc.
- Arrange and conduct new member inductions and building tours for new Theatre School members and visiting parents/guardians.
- Create and upload content to various social media channels as well as compiling and distributing regular newsletters. Liaising with the general manager to ensure the Theatre School website is up-to-date, and add additional content to the website as needed.

General:

The following responsibilities are shared by all staff members of Theatre Royal Bath:

- To work for the benefit of the whole organisation
- To comply with all TRB policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up-to-date with the activities of the organisation
- To carry out further administrative tasks that arise from the job
- Undertake additional duties as may reasonably be required
- Attend any training that may be mutually agreed on for the development of the post
- To adhere to Theatre Royal Bath financial procedures



Who are we looking for?

Essential

- Strong communication skills
- A keen interest in storytelling
- Basic IT skills, including Word & Excel
- Good telephone manner
- Strong interpersonal skills and a good manner with both the general public and young people
- Ability to work on own initiative as well as part of a team
- Positive outlook
- Adaptable and flexible

Desirable

- Interest in arts education/ participatory arts
- Experience in working with children and young people (this could include babysitting or having siblings).
- Interest in developing leadership qualities

How to apply

Deadline for applications: 12th December

Interviews: 19th December

Start date: 6th January

Please complete the following forms and email to our participation producer Tess (tess.agus@theatroyal.org.uk):

1. **Your application** which answers to the application questions (below), and gives us some more details about you.
2. [Equal Opportunities Monitoring Form](#). The form, which will be anonymous and separated from your application, will enable TRB to explore the data and allow for equality of opportunity, investigate the underlying causes of any inequalities and seek to redress any unfairness or disadvantage.

We are interested in what you say rather than how you say it. Please apply in the format that best suits you and enables you to respond fully to the role. This could be written English, video (BSL/spoken, English/SSE), or an audio recording.

Questions:

1. **What would you like to gain from this experience?** We are asking this question to understand what drives your personal development plan.
2. **Tell us about something you've achieved that you are proud of.** We are asking this question to learn about your experience, skills and approach to work/study.
3. **Tell us about a book, film or play that you've experienced that's had an impact on you.** We are asking this question to learn more about your interests and passions.

An enhanced DBS check will be completed for the candidate before the commencement of work.

About us:

The Egg's Mission Statement

The Egg Theatre aims to be a place of innovation, imagination and learning, where theatre for and with young people is invented and reinvented every day.

It is a theatre for curious and young minds, where we explore the joy of being human through shared theatrical experiences.

The Egg Theatre operation broadly falls into two subsections, which we sometimes call departments, though we share the same office and are viewed as a single entity. These are:

Building and Productions (The Egg). The toured-in programme, idea and script development, producing, touring and all things theatre for young audiences.

Engagement. This department broadly covers all participation, education and outreach activities. It includes the delivery of Level 3 performing Arts, School's liaison, delivery of all out-of-school creative learning including our youth theatre, early years provision and adult creative learning. The Egg also has a full-time administrator and employs casual receptionists, front-of-house, workshop assistants and freelance practitioners.