

**Job Description**

**Job title:** Associate Artist: Theatre

**Responsible to:** Academy Director

**Contract Type:** PAYE employed. Permanent role.

**Salary Scale\*** Starting salary, between:  
£25,419 – £28,226  
depending on experience

**Hours of Work:** 3 days per Week  
Usually Mondays, Tuesdays and Thursdays

\* Mind the Gap bases its salary structure on the National Joint Council grading scale. This is used by Local Authorities across England. Mind the Gap is not a local authority or statutory organisation, it is an independent charitable company, but the NJC grading scale provides the external reference framework for our salary structure.

**Core Purpose:**

The Associate Artist will work with Mind the Gap’s learning-disabled and autistic Artists and students involved with MTG Academy. This role will complement the roles of other Associate Artists with specialist skills in dance/choreography and music.   
The post-holder has a responsibility to help embed theatre skills within the Academy, ensuring a high level of learning and accreditation for the students.

The post-holder will specifically lead on the theatre modules on the Performance Academy programme a 3-year performing Arts programme working with York St John University, supporting students to gain a HE Certificate of Education qualification at Level 4.

Where practical capacity allows, the Associate Artist will also work across the company on particular projects such as national touring work and other projects that involves working closely with the company’s learning-disabled and autistic Artists on developing their practice and furthering their careers within the creative industries.

The Associate Artist will also play a role in developing relationships within the creative industries looking at how we can build new audiences, new networks and opportunities across the company and Academy.

**Key areas of Responsibility:**

**1**. **To plan and deliver on the Performance Academy Theatre modules which includes:- (Tuesdays)**

* Planning and delivering a syllabus at the beginning of each year for the HE Certificate of Education at Level 4.
* Creating a scheme of work for all the theatre modules.
* Liaising with Academy Director at regular intervals about relevant skills development within the Performance Academy.
* Liaising with the Academy Director about incorporating relevant external practitioners that can develop the students learning within the programme and support making relationships with these practitioners.
* Liaising with the Head of Learning and Support regarding access needs for individual learners at the beginning of the academic year.
* Working closely with the Head of Learning and Support on student tracking and the development of skills within the performance Academy programme.
* To be involved in the assessment and moderation processes across the whole Performance Academy programme.
* To form relationships with York St John University staff regarding the theatre modules, looking at how to learn from other theatre artists/lecturers, creating opportunities to link with the University and its students/lecturers and ensuring the theatre modules are accessible, diverse and of the right academic level.
* Work closely with the Learning Support Worker to deliver the theatre modules which will include: planning the theatre modules, communicating around support needs of the students and how the LSW can support you day to day with resources, spaces and support.
* To be the lead theatre artist involved with the creation of the student showcase each year (normally July), working closely with the Academy Director, Music tutor and Dance Associate Artists.
* To find opportunities outside of Mind the Gap that strengthen the Academy students’ experience with professional and training theatre platforms.

**2. To work closely with the company’s learning-disabled and autistic Artists on projects and skills development which may include:**

* Liaising with the Academy Director about relevant areas of skills development within the company.
* Working closely with the Artistic Director where relevant on specific areas of professional work or projects that involve the company’s Artists.
* Developing a programme or term of work that develops existing theatre skills within the Artists ensemble.
* Support and/or mentor individual Artists on particular skills development and/or specific projects in place to develop their practice.
* Creatively supporting an Artist or Artists in rehearsals/session/workshops where relevant, which may include an audition or supporting artists to access a professional workshop or audition.

**3. To work across the company e.g. on National tours and/or external outputs/developing theatre opportunities and relationships opportunities which may include:**

* To be the lead theatre artists on projects and/or national tours when required and agreed by the needs of the company’s artistic direction.
* To lead on the delivery of workshops across the company that may include outreach activities, Academy recruitment and/or national touring workshops.
* To find opportunities outside of Mind the Gap that strengthen the Academy’s experience with professional and training theatre platforms.
* To find opportunities outside of Mind the Gap that expands and strengthens the company’s growth and knowledge experience within the creative industries.
* To strengthen partnerships within theatre networks nationally.

**General expectations and responsibilities**

Mind the Gap’s Employment Handbook sets out in detail the company’s policies and procedures and forms an essential part of the contractual arrangement between the company and its employees.

In their daily conduct all staff are required to:

* be flexible, constructive and adaptable.
* be respectful to colleagues including learning-disabled company members, and to work co-operatively with other team members including freelance staff.
* support the induction of new staff in MTG policies and procedures.
* manage their own administrative tasks, e.g.: answering phones and dealing with post and emails to support the smooth running of the company.
* work within agreed budgets, and to supply relevant records of expenditure and receipts in accordance with the company’s financial accounting systems.
* participate in and contribute to individual appraisal, one-to-one support and review processes.
* participate in training as required.
* contribute positively and constructively to monitoring, evaluation and review procedures as required by the company and funding / stakeholder bodies.
* actively support the engagement of people with learning disabilities in all areas of Mind the Gap’s work.
* provide supervision to ensure the welfare and health & safety of company members when required, eg: at lunchtimes and breaks.
* respect issues of confidentiality, particularly as this relates to other staff and company members, and to comply with data protection laws (GDPR).

All staff may be asked to undertake other tasks to further the work of Mind the Gap as may be reasonably requested by senior managers and the Board of Trustees.