**Associate Artist: Theatre**

**Experience, knowledge and skills we are looking for**

**Recruitment: January 2022**

This summary explains what experience, skills and qualities Mind the Gap is looking for from anyone doing this job.

The role of Associate Artist: Theatre is a creative role, that involves teaching and leading theatre-based sessions for students and Artists with a learning disability or autism. It requires a flexible and adaptable approach, that can support participants to learn and take part in accessible and engaging ways. The Associate Artist needs to work as part of a team, collaborating with colleagues including Artists with a learning disability or autism to create high quality artistic work.

Please use the information below to decide what information to include in your application. It is helpful if you can include specific examples to help us understand the level of experience you have, and in what skills and task areas.

|  | **The experience, knowledge and skills that are essential to do this job** | **The experience, knowledge and skills that are desirable to do this job** | **How we will find out about your experience, knowledge and skills** |
| --- | --- | --- | --- |
| **Work Experience** | Clear evidence of working as a theatre practitioner.  Clear evidence of prior work experience involving teaching and/or facilitating creative and/or learning sessions. | Experience of working alongside people with learning disabilities. | Application form  Interview  Employer references |
| **Education & Qualifications** | No specific qualifications are essential, but make sure you include information that shows us you have the skills needed to do the tasks on the Job Description. | First Aid at Work qualification. | Application form  Employer references  Qualification certificates |
| **Attitude & Disposition** | A friendly and welcoming attitude, and the ability to communicate and interact with people, including people with different experiences, and different backgrounds. Mind the Gap works with people with different access needs, arising from a learning-disability and/or autism.  Ability to work under own initiative, and to deadlines.  A flexible approach (e.g willing to work some evenings and weekends where needed)  Willing to undergo training as necessary.  Be honest and trustworthy.  Able to act with a positive attitude for the company when dealing with external people and companies. |  | Interview, including practical exercises as appropriate  Employer references |
| **Skills and Knowledge** | A specialist theatre skill or skills.  Excellent communication and listening skills.  Able to organise: e.g. your own workload, diary schedules and meetings, and to keep track of Mind the Gap’s busy work programme.  Ability to work under own initiative and without close supervision by a line manager.  Ability to work as part of a team.  The ability to work quickly and to short deadlines when unexpected things come up.  Good evaluation and analytical skills. | Flexible theatre skills with ability to teach a range of skills and styles.  Project management – seeing a project from devising through to delivery and evaluation.  Presentation skills.  Ability to create reports. | Application form  Employer references  Practical exercise as part of interview |
| **ITC and Admin Skills** | Good computer and IT skills, including ability to work with online and cloud-based systems.  Note: Mind the Gap uses Apple Mac computers and regularly uses Microsoft Office software Outlook, Word and Excel. Dropbox is used for storage of data and documents. Quickbooks is used for financial accounting. | Experience of working with Apple Mac computers.  Able to use other computer software like Teams and Powerpoint. If you don’t yet have these skills, training will be given. | Application form  Interview |
| **Access & Diversity** | A commitment to equal opportunities and anti-discrimination. Everyone who works for Mind the Gap is asked to be respectful and understanding of people’s differences, and to be able and willing to challenge their own prejudices. | Experience of working alongside people with disabilities.  Experience of tackling social exclusion issues experienced by disadvantaged groups. | Application Form  Interview |
| **Other** | Legally able to work in the UK |  | Passport or other relevant documentary permit / evidence. |