



Job Description

Job title:	Youth Projects Programme Lead
Department:	Engage
Responsible for:	Freelance Practitioners, Team Leaders, Youth & Community Assistants.
Liaise with:	Engage Team, Creative Producer, Creative Teams, Marketing Team, Database Team, Production Team.
Contract:	Permanent.

Job purpose:

To lead, recruit, co-ordinate and project manage the Summer Youth Project, Christmas Youth Production and The Elevate Ensemble training scheme, across Mayflower Theatre & MAST Mayflower Studios.

Projects Main Duties

Summer Youth Project & Christmas Youth Production

We stage two large scale youth productions a year. Our Summer Youth Project takes place on our Mayflower Theatre stage each summer and hosts a cast of up to 150 young performers from across Hampshire. Our Christmas Youth Production takes place in studio 1 in MAST Mayflower Studios and hosts a cast of 50 young performers. Both productions are musical theatre and involve a professional creative team.

- Advertise, plan and coordinate auditions and backstage opportunities.
- Lead on the recruitment of young performers ensuring diverse companies, including delivering outreach auditions across Hampshire.
- Support the Creative Learning Manager with scheduling and training Youth and Community Assistants.
- Administer the project, including audition information, rehearsal schedules, registers, plans, dressing room allocations etc.
- Liaise with director, producers, and creative teams.
- Attend all project and production meetings.
- Liaise with parents and cast members.
- Attend all rehearsals and performances, ensuring smooth delivery.
- Lead daily briefings with team leaders during rehearsals, technical rehearsals, and performances.
- Liaise with the marketing and press teams, supporting them to organise photoshoots and any press/marketing opportunities, including social media output.

- Support the Creative Producer to coordinate script research and development workshops (CYP).
- Liaise with local film company to embed Mayflower Young Film Makers opportunities.
- Ensure the project meets Southampton City Council safeguarding guidelines including child licensing.

The Elevate Ensemble – Youth Training

The Elevate Ensemble is our Youth Actor Training initiative. We take up to 15 young people (16 – 25yrs) on Free School Meals, college bursaries, from low socio economic backgrounds and/or are from the Global Majority on a part time free actor training programme, which provides comprehensive pathways to drama school training.

- Plan and coordinate the project, including school/college/community recruitment workshop programme and auditions, as well as the one-to-one mentoring sessions.
- Recruit and manage external practitioners to deliver on the programme.
- Liaise with Drama Schools and ensure there is a direct link between the programme and the drama school sector, including free audition places for trainees.
- Plan and deliver trips to see Drama Schools, productions, and insight into formal training.
- Organise tickets for trainees to see productions at Mayflower Theatre & MAST Mayflower Studios.
- Plan and coordinate professional actor insights with performers from professional shows that are produced and performed on our stages.
- Plan and coordinate trainee showcases, inviting industry specialists as panel guests.
- Plan and organise young person meal initiative in relation to the programme.
- Help prepare the trainees for the administrative application process to drama schools and universities, including our internal HE Bursary Scheme.

General

- Evaluate all projects, including delivering project milestone meetings, ensuring the project is monitored and completing the end of project report.
- Ensure all projects are accurately represented on our website, including material relating to impact.
- Manage project budgets.
- Represent the Engage department and the venues at internal, external, regional and national events.
- Deliver backstage tours
- Carry out any other ad hoc tasks, projects and additional activities that may be required.
- Maintain and uphold safeguarding policy and protocol
- Manage sensitive data in line with GDPR guidelines
- Be a Mental Health and physical First Aider.

Signed:

Date: