

JOB DESCRIPTION	
Job Title	GYAN Drama Tutor & Director
Department	Guildhall Young Artists
Location	Norwich
Responsible to	Head of Guildhall Young Artists Norwich (GYAN) Head of Guildhall Young Artists Regional Network
Responsible for	Delivery of Drama Sessions at GYAN Saturday Centre
Salary & Contract	Self-employed £38 per hour Part-time on Saturday mornings/early afternoons during term time, 10 weeks per term (see website for term dates) Exact number of hours per Saturday and timings TBC

Guildhall Young Artists Norwich

Guildhall Young Artists Norwich (GYAN) is an exciting, dynamic, and accessible Saturday music and drama centre based at City of Norwich School, Norwich. GYAN is part of the Guildhall Young Artists national network of 6 similar centres managed by Guildhall School of Music & Drama.

4 to 18 year olds from a range of backgrounds can access individual lessons on almost any instrument and engage in a vast range of group-based music and drama learning experiences to develop rounded musical, social and personal skills. Students have learner-centered timetables and can access drama courses and over 30 music ensembles including a beginner music programme, choirs, strings, wind and brass groups, music production, jazz ensembles and orchestras under the guidance of staff drawn from Norfolk's orchestras and freelance professionals.

Guildhall Young Artists Norwich supports young musicians and actors to perform, create, improvise, and collaborate. Regardless of their ultimate direction, students find that the professional artistic environment of Guildhall Young Artists Norwich provides them with valuable life skills and the means to develop their individual talents to the full. Increasing numbers of students aspire or are planning to go on to study their chosen discipline full-time at undergraduate level, eventually making careers in the profession, though others can, and do, move into totally different fields.

Vision and Purpose of Post

The post-holder will assist the Head of Guildhall Young Artists Norwich in the development, delivery and growth of its new Drama offer.

We seek to appoint an experienced, energetic and dynamic drama practitioner ideally with experience in both the professional industry and the education sectors and with experience of teaching our curriculum and directing and producing performance work to ensure that Guildhall Young Artists Norwich provides an excellent creative education and range of opportunities.

The post-holder will be committed to developing young students, from a variety of backgrounds, to reach their full potential. They will plan and oversee drama workshops and projects and will play a key role in designing

and evolving a rich, inspiring, and ambitious curriculum, ensuring that as many young people as possible are able to develop their skills and confidence in performance.

The role will involve:

- Directing regular performance opportunities for our students to build their confidence in sharing their work with an audience, including parents, and working with colleagues to develop interdisciplinary creative projects across Music and Drama.
- Teaching across our Drama timetable, as allocated based on the strengths of the team.
Courses include:

Our **Drama Starts Here** course for ages 4-7 (EYFS & KS1), will introduce children to the foundations of acting and unleash their creativity. Classes will include vocal and movement exercises, drama games and bringing stories to life through regular performance. This is a course for those who want to explore their imagination and creativity with newfound friends and build their confidence and self-expression.

Our **Drama Discovery Course** for ages 9-11 (KS2), is an opportunity for children to develop their confidence in acting and performance through weekly classes that will build social skills, support self-expression and unleash their creativity. Classes will include vocal and physical movement exercises, relaxation techniques, drama games, improvisation, script work, performances and musical theatre. This is a course for beginners, those who simply want to spend time exploring their imagination and confidence with newfound friends or are thinking about taking their passion for drama or musical theatre a step further.

Our **Drama Courses** for ages 11 – 18 (KS3 – KS5) Our practical **Drama Course** for those aged 11–18 teaches acting skills through inspiring weekly practical classes as well as offering regular performance opportunities and a space for young people to develop their own creative practice and projects. Using a wide range of text based, non-text and improvised approaches, Drama Course classes include vocal and movement exercises, relaxation techniques, improvisation, devising and script work with regular opportunities for performance, including independent and interdisciplinary projects.

Musical Theatre (KS2 – KS5) runs in conjunction with the Musical Theatre Choir and GYAN Concert Orchestra and there may be a requirement to contribute to this course depending on individual specialisms.

In addition, they will lead the **Production Rehearsals** for those participating in performances outside of the class work and **support Drama and performance opportunities outside of GYAN** e.g. theatre trips, Guildhall Young Artist opportunities and workshops which are run across the network, Summer Holiday Courses and additional workshops.

Main Duties & Responsibilities

- Delivering a progressive learning experience encouraging advancement in Drama

- Devising and directing performance work enabling students to put their skills into practice
- Offering an inspiring range of enriching activities to complement taught work
- Fostering multidisciplinary collaborative practice between Drama, Music, and Production Arts

Key Relationships

- Head of Guildhall Young Artists Norwich (line manager) (DSL)
- Deputy Head of Guildhall Young Artists Norwich (Deputy DSL)
- Head of Guildhall Young Artists Regional Centres
- GYAN Centre Administrators
- Colleagues across the Network
- Visiting Practitioners & Guests
- Students
- Parents
- Local Partners

Policies & Professional Practice

- To monitor Guildhall School e mails regularly and only use this account for GYAN business.
- To follow all safeguarding, GDPR, health and safety and associated policies and protocols and complete the relevant training, ensuring that you check with a line manager where you have questions
- To communicate efficiently and liaise with line managers, staff, students, visitors and parents as required and keeping the line manager up to date and informed, working with collaboratively and with transparency
- To source and manage materials and plan and organise events and marketing in line with financial and budgeting parameters and GYAN/ Guildhall School of Music & Drama protocols
- To ensure compliance with all other policies and to complete all associated training as required and show a commitment to continued professional development
- To act as a professional role model
- To communicate effectively and professionally with students, staff and parents, representing Guildhall School and GYAN positively at all times inside and outside of the Centre

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • An Honours degree (or equivalent) or professional training in a relevant subject(s). 	<ul style="list-style-type: none"> • Professional Acting/Performance Training at a Conservatoire/HE • A qualification in education/training
Specialist Skills & Experience	<ul style="list-style-type: none"> • Significant experience in a similar role. • Professional Acting/Performance experience, training and knowledge • Creative project management – producing performance based projects 	<ul style="list-style-type: none"> • Experience of teaching EYFS/KS1 and KS2/3/4/5 Drama students • Experience of Musical Theatre/Choreography • Experience of Production Arts

	<ul style="list-style-type: none"> • Experience of directing and devising performance work for young people • Experience of curriculum/workshop planning and development • Strong communication and administrative skills • The ability to lead, motivate, enthuse and inspire young people and a commitment to the highest professional standards • Classroom/group management experience in practical workshops • A commitment to safeguarding and promoting the welfare of children as a priority 	<ul style="list-style-type: none"> • Experience of managing production budgets and resources • Knowledge/training in: <ul style="list-style-type: none"> ○ Safeguarding ○ GDPR ○ Health & Safety ○ First Aid ○ Security/Supervision <p>or a willingness to undertake this.</p>
Personal Qualities	<ul style="list-style-type: none"> • A willingness to participate fully in the life of GYAN and to promoting the engagement of young people with the Arts • A commitment to inclusive practice. • A willingness to communicate and work transparently and collaboratively. • Enthusiasm, energy and the ability to communicate effectively and professionally with a range of stakeholders (students, staff, parents, visitors, guests etc.) 	

Guildhall School of Music & Drama is committed to safeguarding and safe recruitment processes. All staff have the responsibility to follow best practice as set out in our Safeguarding Policy. Enhanced DBS checks will be required.

Other Relevant Information

<p>Normal working hours: Saturday mornings/early afternoons (GYAN is open from 9am – 3pm). Exact hours/timetable TBC.</p> <p>Additional hours: Additional hours should be approved and agreed between the line manager and postholder in advance e.g. where the postholder is required at events and concerts outside of the Saturday Centre.</p> <p>Salary: £38 per hour</p> <p>Contract: The role is offered on an annual basis and is freelance.</p> <p>Work Place: GYAN is based at City of Norwich School.</p>

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: March 2024