



Position:	Creative Practitioner and Youth Theatre Leader (Maternity cover – 9 months)
Reports to:	Learning and Participation Manager
Salary:	£24,189.83 per annum
Hours:	37 hours per week - Full-Time, including some evening and weekend delivery
Location:	Corn Exchange, Market Place, Newbury You may be required to work at our other locations - The Old Library, 101 Outdoor Arts, and The Base as part of your normal working week
Holiday entitlement:	20 days per annum, plus bank holidays (pro rata if part time)

OVERVIEW

The Corn Exchange is a multi-venue arts organisation which presents a wide range of artistic work and creative activity throughout the year, both at its Newbury-based venues and in the wider community in West Berkshire.

The Corn Exchange is a growing, dynamic and exciting organisation in the South East, with a 400 seat auditorium, a 40 seat cinema, a café bar and a busy Learning Centre presenting workshops and classes and other activity which has a positive impact on individuals and our community. The Corn Exchange also includes 101 Outdoor Arts, a nationally recognised facility to support and nurture artists creating ambitious outdoor productions for audiences across the UK and internationally, as well as programming and managing The Base Greenham, a visual arts gallery which is also home to resident artists and a workshop space.

In 2026 we will open our new facility – the Old Library – as our new arts and wellbeing hub; home to our learning and participation programme and a space for community connection and collaboration, with a bespoke 94 seated performance space.

Main Responsibilities

- Working closely with the Learning and Participation Manager, the Creative Practitioner and Youth Theatre Leader will develop and deliver high-quality drama projects across schools and community settings, deliver weekly sessions as part of our Learning and Participation programme for Children and Young people, plan and lead weekly Youth Theatre sessions for our Infant and Junior Youth Theatre groups and co-ordinate school engagement with the live programme at the Corn Exchange and The Old Library.
- This role is required to work every Saturday during term time and subject to an enhanced DBS check.

Main Duties

DELIVERY

- Lead our infant and Junior Youth Theatre groups, providing high quality provision, and an inclusive environment.
- Contribute to the delivery of our annual Youth Theatre shows.
- Support and nurture the Infant and Junior Youth Theatre Assistant.
- Devise, co-ordinate and lead drama projects for schools, covering EYFS, KS1 – KS4.
- Co-ordinate and deliver extra-curricular clubs at local schools.
- Deliver regular Early Years sessions and school holiday activity in our venues.
- Devise and deliver workshops and community sessions for funded projects, as required.

ADMINISTRATION

- Co-ordinate school projects, ensuring timely communication to support advance commitment.
- Prepare and complete contracts for school projects.
- Contract and liaise with freelance practitioners for school projects, as and when required
- Cultivate existing relationships with schools and develop new partnerships to expand our reach.
- Promote Corn Exchange and The Old Library live programme events to schools.
- Contribute to the creative and technical requirements for school and youth theatre productions.
- Liaise with the L&P Assistant in communications to Youth Theatre parents.
- Communicate with internal departments to ensure projects are delivered to a high standard.
- Work with the L&P and Marketing team to maintain excellent and effective communication with participants, schools and the general public.
- Collect evaluation and monitoring data for projects and activities, supporting the reporting process when necessary.
- Ensure participation targets are regularly monitored, recorded and achieved.
- Ensure all child protection and safeguarding policies and procedures are adhered to.

FINANCE

- Liaise with the Learning and Participation Manager on the monitoring of project budgets
- Maintain up to date accurate budgetary records for L&P department budgets
- Ensure that financial procedures, policies and guidelines are complied with at all times.

HEALTH & SAFETY

- Ensure all activities comply with the Corn Exchange Trust's Health and Safety policy.
- Work with the Technical and Production Manager to carry out necessary risk assessments.

- Adhere to the Corn Exchange Trust's Safeguarding Policy and be aware of safeguarding responsibilities within the team.

General Duties/Additional Requirements

- Demonstrate a commitment to the Corn Exchange Trust's core values.
- Treat all information as strictly private and confidential, maintaining confidentiality at all times.
- Publicly represent the Corn Exchange Trust in a prepared and professional manner.
- Create a friendly and welcoming atmosphere for users of the Corn Exchange venues.
- Work evenings and weekends as necessary.
- Undertake any other duties which may reasonably be requested

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Person Specification

The successful candidate will:

- Have experience in leading Youth Theatre drama sessions
- Have experience in planning and delivering drama workshops in school and community settings
- Have an understanding of inclusive practice
- Have excellent interpersonal skills
- Be highly organised with excellent attention to detail
- Have excellent computer Literacy (experience in using Outlook, Word, Ppt, Excel etc)
- Be able to work under own initiative
- Enjoy having responsibility for a wide range of tasks
- Have a drivers licence and access to own vehicle - regular commuting to schools and other locations will be required (expenses paid).

Additional Benefits

- 20% discount in café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park
- A day off for your birthday
- A day off for Wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equality & Diversity, Fundraising, and Wellbeing.