

Dear Applicant

Mentor Facilitator, Young Producer Programme

Please find enclosed an information pack for the freelance role of **Mentor Facilitator** at Tobacco Factory Theatres.

This application pack includes:

- Brief information about Tobacco Factory Theatres
- Job Description and Person Specification
- Terms & Conditions
- Application Process

Further information about Tobacco Factory Theatres and our latest Annual Report can be found on our website <http://www.tobaccofactorytheatres.com/>.

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please **contact Ailie deBonnaire** on ailie@tobaccofactorytheatres.com

Applications by: **12 noon Mon 18 June 2018.** We regret that applications received after that time cannot be considered.

Interviews: Week beginning **Mon 25 June 2018**

Expected Dates: **September 2018 – December 2018**

Application method: CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to recruitment@tobaccofactorytheatres.com. In the subject bar please write '**Mentor Facilitator**'. Please also remember to complete the Equalities Monitoring Form and return with your application.

We look forward to receiving your application and thank you for your interest in Tobacco Factory Theatres.

"The future of theatre lies in places like this."
Jonathan Miller

—
Patron Mrs Mary Prior MBE JP
Trustees Sarah Smith (Chair), Andrew Allan-Jones, Bertel Martin
Kate McGrath, Mark Panay, Matt Penneyard, John Retallack, Chris Sims, Anna Southall
Company no. 04536120 / Charity no. 1097542



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ENGLAND**

TOBACCO FACTORY THEATRES

MISSION STATEMENT

We tell astonishing stories in extraordinary ways, in our two contrasting theatres at our iconic South Bristol building. Reflecting the voices of everyone in this city, we offer an exceptional programme of live theatre of a wide range of styles for audiences of all ages and backgrounds to enjoy and take part in.

OVERARCHING PHILOSOPHIES FOR THE PERIOD 2018 – 2022

1. We will tell Everyone's Stories on our stages; a programme of excellent theatre that represents and engages our diverse community, nurtures and supports local artists, and develops Bristol's reputation as a cultural destination.
2. We will broaden our audience reach, to actively engage people living within a stone's throw in South Bristol, who are amongst the country's most disadvantaged, and who do not currently think that theatre is for them.
3. We will invest in the artists and audiences of the future through high quality projects and programmes for children and young people with a focus on South Bristol.
4. We will operate with our trademark spirit of warmth, welcome, accessibility and flexibility, taking care of everyone we work with and for.
5. We will balance risk taking, innovation and ambition with financial resilience and sustainability in order to underpin growth in income and activity. We are an organisation that adapts and responds quickly to change and opportunity.

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JOB DESCRIPTION

Mentor Facilitator, Young Producers

We're looking for someone who has extensive arts industry knowledge as well as experience working in youth work or a mentoring capacity. The Mentor Facilitator will help enable our new group of Young Producers to grow and nurture a love of theatre, the arts and culture, whilst developing the skills required to work in a producing capacity in these fields. This role is particularly focused on:

- supporting the delivery of the sessions
- facilitating mentoring sessions
- offering participation opportunities that empower hard-to-reach young people in order to develop their confidence, motivation and communication skills

We are keen to support the Young Producers in navigating individual and group choices, developing their particular skills and personal strengths, and helping the group overcome conflicts.

SCOPE

The Mentor Facilitator will be enthusiastic about working with young adults and keen to ensure the participants make the most of the opportunities the scheme has to offer. The Young Producer scheme aims to experiment, to be brave and to think outside the box. The Mentor Facilitator will enable the participants to develop their passions, expand their skills and speak their mind, whilst curating events and programming shows that provoke change in the artistic landscape of our theatre. [Read more information on the Young Producers scheme here.](#)

THE ROLE

- Attend weekly sessions at the theatre from September – November 2018
- Positively impact decision making skills and wellbeing of the group
- Lead on the pastoral care of the Young Producers.
- Working with the Get Involved Producer you will be responsible for developing participants' confidence, self-value and self esteem
- Feed into the planning of the weekly sessions taking into account the needs and ability of the group
- Co-develop mentorship plan which includes goals and actions and takes into account the needs of the individual
- Accompany the Young Producer's on external trips to see shows and arts events, up to 15 trips during Term One.
- Support the delivery of Arts Awards
- Assist in the development of workshops and training sessions that are interactive and engaging aimed at raising the participants' knowledge and understanding of producing theatre and the arts
- Take a lead with breakout groups, or 1-to-1 working

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- Provide ongoing support for the Young Producer's and attend at least one focused meeting with each Young Producer over the course of the first term.
- Feed into the provision of feedback for each Young Producer at the end of their first term
- Feed into the evaluation of the wider program and identify areas of growth
- Act as a positive role model.

PERSON SPECIFICATION

- A strong commitment to young adults and an understanding of the factors affecting their lives
- Proven record of working successfully with 16 – 25 year olds
- Ability to provide reliable support to young adults and to treat their concerns with respect, tact and sensitivity
- Experience or a strong understanding of the arts and or theatre industry
- Ability to create an inclusive, supportive and inspiring environment that allows young adults to reach their full potential
- Experience in mentoring and or youth work
- Ability to empower participants to make creative decisions
- Will ensure compliance at all times with the theatre's equal opportunities, Child Safeguarding and Health & Safety policies and practices
- Will ensure that procedures to monitor attendance and progress of individual members are followed
- Able to engage a wide range of young people with sensitivity and professionalism – particularly young people who may present challenging behaviour.

IMPORTANT

The young people we are working are likely to have complex lives and may need extra support. The mentor facilitator needs to be ready to talk one-on-one with participants when needed and offer support, which will enable the Get Involved Producer to continue leading the session with the remaining Young Producers

Weekly sessions on Mondays from 10 September – 26 November 4pm - 7pm

10 – 15 theatre trips (TBC) in the evenings between September – December

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TERMS & CONDITIONS

Mentor Facilitator

Hours :	Weekly sessions on Mondays from 10 September – 26 November 4pm-7pm Plus 10 – 15 theatre trips (TBC) in the evenings between September – December
Fee:	£870 on receipt of invoices. Plus an additional £50 for each theatre trip attended (10 – 15 between September – December 2018) dates agreed in advance
Location of post:	Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF
Responsible to:	Get Involved Producer
Applications by:	12 noon Mon 18 June. We regret that applications received after this time cannot be considered.
Interviews:	Week beginning Mon 25 June.
Expected Start Date:	September 2018 (subject to DBS check)
Application method:	CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to recruitment@tobaccofactorytheatres.com In the subject bar please write 'Mentor Facilitator' Please also remember to complete the Equalities Monitoring Form and return with your application.

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