



## Cotton Shed Theatre Company Job Description – Freelance Theatre Practitioner

This exciting position of Freelance Theatre Practitioner is a post suitable for an experienced and creative individual to lead artistic workshops and Early Years sessions within an established Theatre Company in Rossendale.

Theatre Practitioners work in collaboration on all aspects of Cotton Shed Theatre delivery, alongside organisation Horse + Bamboo, who act as a Management Company/Artistic Directors for Cotton Shed Theatre. Horse + Bamboo leads the company artistically, developing and implementing artistic policy and delivering its artistic vision, and are responsible to the Board of Trustees for the programme, policies and management of Cotton Shed.

The successful candidate will have to undergo an Enhanced DBS check and provide references. For further information on Cotton Shed, go to [www.cottonshedtheatre.co.uk](http://www.cottonshedtheatre.co.uk)

### CORE DUTIES

#### General

- Lead on prep & delivery of Early Years' sessions of 2 x weekly 'Sign & Rhyme'
- Lead on prep & delivery of 2 x weekly inclusive theatre workshop sessions
- Support on delivery of 2 x weekly inclusive theatre workshop sessions
- Support on delivery & admin of sessions for intergenerational letter-writing sessions 2 x weekly 'Silver Shed'

#### Marketing

- All updates & content creation for social media channels relating to Early Years' session 'Sign & Rhyme' (Facebook & Instagram)
- Updates to company website (Wordpress built)
- Creation of bimonthly company update newsletter (Mailchimp)
- Creation of adhoc print ie. poster / flyers as required (Canva / Indesign)

#### Admin

- To oversee the recruitment and retention of volunteers to ensure the correct ratio of personnel is met in workshops and during productions to support members.
- To complete incident reports and relevant notifications regarding safeguarding or health & safety during sessions
- Feed into and support monitoring and evaluation of all projects and productions to ensure the highest standard of work.

#### Other

- To ensure that equality, including inclusivity and cultural diversity, is enshrined within all aspects of the theatre's work.
- To undertake any other duties of an artistic / delivery nature as determined from time to time by the Artistic Directors.



## PERSON SPECIFICATION

### Essential

- Previous experience working in SEN environment
- Previous experience working with Early Years
- Theatre experience

### Experience we'd like to see but is not essential for the role

- Emergency First Aid at Work qualification
- Safeguarding qualification
- Working with / managing volunteers
- Fundraising
- Marketing & Print Design
- Evaluation

## CONTRACT DETAILS

This is a freelance contract, the successful candidate will be responsible for their own tax and NI contributions.

Contract length : 26 hours per week - 16 weeks total.

Ideal start date : Monday 8<sup>th</sup> April '24

End of contract : Friday 26<sup>th</sup> July '24

### Required hours of delivery

Monday 10am - 12pm | 4.30pm - 7.30pm

Tuesday 4.30pm - 7.30pm

Wednesday 10am - 12pm

+ 16 hours to be worked flexibly between Monday - Friday, as agreed with candidate.

(Hours will include two instances of weekend working only for Community Event performance days : Sunday 30<sup>th</sup> June & Saturday 13<sup>th</sup> July).

### Location

Delivery of sessions takes place in venues across Rossendale. Primary delivery locations are : Haslingden Primary School, Tor View School & Horse + Bamboo.

### Line Management

Freelance Theatre Practitioners are line managed by the Creative Development Director of Horse + Bamboo.

### Payment Terms

£16.30ph paid monthly on receipt of invoice.



## Recruitment

**To apply:** please send a CV and covering letter to [info@horseandbamboo.org](mailto:info@horseandbamboo.org)

**Deadline:** Sun 10th March

**Interview dates:** 18th to 20th March

For more information or to discuss the role please contact, please contact :  
[info@horseandbamboo.org](mailto:info@horseandbamboo.org)