



"The vibrant and visceral Frantic Assembly" INDEPENDENT

Learning & Participation Coordinator Application Pack

Thank you for your interest in the post of Learning & Participation Coordinator at Frantic Assembly.

The contents of this pack include:

- [a job description](#)
- [a person specification](#)
- [information about the company](#)
- [guidance for applicants](#)

We're searching for a talented individual, passionate about working with young people in the arts to join our team as the Learning & Participation Coordinator. As our Learn & Train activity grows across the UK and internationally we are looking for someone to support this ambitious programme. This position will coordinate our work with schools, young people and emerging artists.

Learn and Train is at the heart of what we do. The accessibility of The Frantic Method has empowered and inspired people to participate, educate, collaborate and make thrilling work.

Our commitment to Learn and Train has been liberating the potential of future theatre makers for nearly 25 years. We work with over 15,000 young people aged 14+ every year, all around the world.

The Learning & Participation Coordinator will join our motivated and busy office as an integral member of the team. The role would suit someone who is highly organised and proactive in their approach to a varied workload.

A key aspect of the job will be talking daily with teachers, artists and young people. This is the perfect role for you if you thrive on communicating with others and building strong relationships.

This is the ideal next step for someone who already has administrative experience working with young people and schools. This role gives someone the opportunity to develop their career in arts participation management with an internationally renowned theatre company.

Frantic Assembly believes theatre is for all and promotes diversity and access across its activities. We are committed to building a culturally diverse workforce and actively encourage applicants from different backgrounds.

How to apply

To apply, please read through the information and guidance notes provided in this pack. Complete the application form referring directly to the job description and person specification.

If you require this pack or the application form in an alternative format, please contact us on 020 7841 3115 or recruitment@franticassembly.co.uk

Submit your application

By email to: recruitment@franticassembly.co.uk

Vacancy dates

Closing date for applications: **10am, Wednesday 5th December 2018**

Interview date & location: **Tuesday 11th December (in London)**

Frantic Assembly Learning & Participation Coordinator Job Description

Job Title	Learning & Participation Coordinator
Reports to	Head of Learning & Participation
Office hours	9.30am - 5.30pm although flexibility is required for this role to include evening and weekend work
Terms of contract	Full time and permanent
Salary	£21,000 – £23,000 per annum
Holiday	28 days holiday (including statutory bank holidays)
Probation	6 months from first day of appointment
Notice Period	8 weeks
References	All offers of employment are subject to the receipt of satisfactory references
DBS	This role is subject to satisfactory DBS check

Role overview:

Provide essential administration for Frantic Assembly's Learn & Train activity.

Key Responsibilities:

Learn & Train General

- To respond to general enquiries about Learn & Train
- To develop and maintain relationships with teachers, artists and organisations.
- To support the recruitment and training of practitioners
- To coordinate Practitioner sharing workshops in liaison with Artistic Director and Associate Director (Learn & Train).
- Support the Head of Learning & Participation in the evaluation of all Learn & Train projects
- To keep an accurate record of participant statistics and feedback, in line with the requirements of the ACE annual submission

Learn

- To manage all school, college, university and venue workshops
- To liaise with schools, colleges, universities and venues regarding marketing, booking and guidelines for activities
- To prepare workshop contracts and pre-visit packs
- To provide the Administrator with accurate information for raising schools' invoices and chase outstanding debtors
- To make all necessary practitioner travel, accommodation and subsistence arrangements
- To book practitioners to deliver activities and manage itineraries accordingly

- To supply practitioners with pre-visit information including group details, travel, accommodation and fees
- To support the Head of Learning & Participation with the coordination of UK and International residencies and projects

Train

- Working with the Associate Director (Learn and Train) to develop the annual train programme for artists, teachers and young people.
- To make all practical arrangements for public workshops (Intro, Intermediate and Advanced), young people's workshops and teacher training
- To liaise with the Administrator to market the Train programme
- To manage all Train workshops bookings and provide participants with all necessary information
- To provide the Administrator with accurate information for raising participant invoices and chase outstanding debtors
- To support the delivery of Train activities by preparing registers, equipment and other tasks as required
- To be responsible for Health and Safety during Train activities

Productions

- In consultation with the Producer and Head of Learning & Participation, liaise with venues regarding arrangements and publicity for Learn and Train workshops, post-show discussions and on-stage demonstrations relating to Frantic Assembly's touring productions
- To work with the Artistic Director, Head of Learning & Participation, Associate Director (Learn & Train) to develop show-specific education resources

Ignition

- To support the management and of the annual Ignition programme, including the coordination of the year-round Back Up programme for Ignition graduates
- To undertake any other project or event administration as required

Communications

- To contribute to creative digital content and resources that support teachers and students
- To work with the General Manager and Administrator to promote Learn & Train activity on the website and social media platforms
- To regularly update Learn & Train promotional material and resources

Meetings and Performance

- To attend and contribute to Frantic Assembly team meetings
- To represent Frantic Assembly at external meetings as required
- To attend Frantic Assembly performances and events

Other

- Other tasks as required by the Artistic Director, Head of Learning & Participation, Associate Director (Learn & Train), Executive Director, General Manager or Producer

Company Policies

- To adhere to the company's policies on Health and Safety, Child Protection, Environmental and Equal Opportunities

Learning & Participation Coordinator Person Specification

ESSENTIAL

- Excellent administrative skills and attention to detail
- Experience of working with young people and/or schools, colleges and universities in a professional arts environment
- Excellent interpersonal and communication skills and the ability to communicate with a wide variety of people at all levels
- Proven ability to prioritise a varied workload, balance competing demands and meet deadlines
- High level of literacy and numeracy
- A proactive, motivated working style with the ability to work on your own initiative
- A collaborative approach to working in a small, busy team
- An interest in contemporary theatre and dance
- A commitment to creating opportunities for young people to engage in the arts

DESIRABLE

- Experience of booking travel and accommodation and preparing itineraries
- Understanding of child protection practice
- A knowledge of current arts education policy
- Experience of creating education resources for schools
- Experience of, or an interest in, creating digital content
- Arts Award Advisor Training

Guidance notes for applicants

How Frantic recruit

You will be marked on the information you provide within your application form and in your interview only. We will not be assessing you based on existing knowledge of your professional experience that we might have.

It is therefore important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.

These notes are intended to help you to participate in our selection process as effectively as possible and assist you in providing us with all the information that we need to help us understand how you meet the requirements of the role. Please read these notes carefully before completing your application form.

Examine the Job Description and Person Specification

The job vacancy includes a full job description with a person specification. The purpose and main duties and responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

Analyse your experience

Look at the activities involved in the vacancy. Ask yourself why you are interested in this vacancy? Would it be a good career move for you? Is the move a promotion, which would enable you to gain more responsibility or enhance your skills, or is it a sideways move intended to broaden your skills and experience? Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience.

Completing the Form

If you require an application form in an alternative format please contact us on 020 7841 3115. Please do not attach any additional information to your application form. CVs will not be considered.

The section headed 'Supporting Information for Application' is a very important part of the form. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required. Provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

Don't forget to proof-read your form and check for any errors before submitting it to us.

Application Form marking system

Your application form forms part of the assessment process and you will be marked on both your application form and your interview. When marking we are assessing how closely your application meets the selection criteria set out in the person specification. We will go through your application in detail looking for specific evidence that you

possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to score highly.

Interviews

We will contact you by phone to invite you to interview followed by an email. This email will give full details of what the selection process will involve. This may include carrying out a selection exercise to test out your ability to carry out specific requirements of the role for which you have applied.

Offers

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK. You will be required to undertake an enhanced DBS check.

We hope you find the above helpful and good luck with your application.

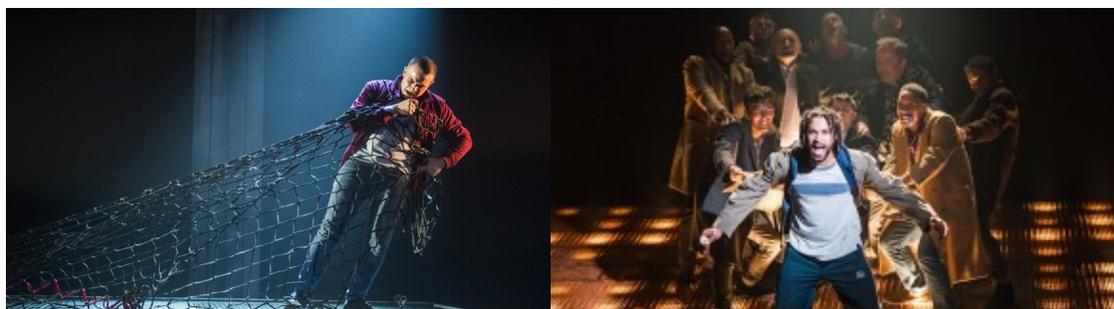
About Frantic Assembly

Frantic Assembly creates thrilling, energetic and unforgettable theatre (“the most innovative and progressive theatre company around” The Times).

Led by founding Artistic Director Scott Graham the company attracts new and young audiences with work that reflects contemporary culture. Vivid and dynamic, with a unique physical style, the company has built a reputation as one of the most exciting companies in the country. Frantic Assembly has toured widely throughout the UK, since its inception in 1994 and has performed, created and collaborated in 40 countries internationally.

Frantic Assembly collaborates with many of the UK’s leading artists, regularly commissioning writers to create original works for the stage. In past productions we have worked with playwrights Simon Stephens, Andrew Bovell, Mark Ravenhill, Abi Morgan and Bryony Lavery. Our distinct creative approach has influenced contemporary theatre-making and prioritised the use of movement directors and choreographers in new dramatic works. It has inspired writers to embrace new creative processes and opened up actors and dancers to new techniques. This is a matter of great pride as we continue to do something different and to do it differently.

Sharing our work and the way we work is at the heart of what we do. The accessibility of the Frantic Method has empowered and inspired people to participate, educate, collaborate and make thrilling work. Our learning and participation work is therefore symbiotic with and emanates from our artistic output. Our performances fire people up to attend Frantic Assembly workshops, which in turn creates new and diverse audiences for our show and the wider theatre industry.



The Unreturning

Fatherland

Our Learn & Train activity currently encompasses four key programmes:

- [Our Learn workshops for students](#). We are studied as leading contemporary theatre practitioners on five British and international academic syllabuses. We work with schools in the UK and abroad, including touring workshops and residences to Asia, America, Canada and Australia.
- [Our Train workshops for emerging artists, practitioners, and teachers](#). Our introductory, intermediate and advanced workshops draw participants from all over the world.
- [Ignition; our ground breaking, innovative vocational training project for young men](#). Targeting those with little previous experience of or exposure to the arts, Ignition engages the least engaged and unlocks creative potential in boys across the UK.
- [A Collaborative Theatre-Making MA](#), delivered with Coventry University.

Productions

PRODUCTION	WRITER	YEAR	TOURING
The Unreturning	Anna Jordan	2018/2019	UK
Fatherland	Scott Graham, Karl Hyde and Simon Stephens	2017/2018	UK
This Will All Be Gone	Devised by the company	2017	ASIA
Things I Know to Be True	Andrew Bovell	2016/2017/2018	AUSTRALIA UK
No Way Back	Scott Graham, Neil Bettles and the company	2015	UK
The Believers	Bryony Lavery	2014	UK
Little Dogs	Scott Graham and Steven Hoggett	2012	UK
Lovesong	Abi Morgan	2011	UK
Beautiful Burnout	Bryony Lavery	2010/2011/2012	UK, AMERICA, AUSTRALIA, NEW ZEALAND
Othello	William Shakespeare	2008/2014/2015	UK
Stockholm	Bryony Lavery	2007/2008	UK
pool (no water)	Mark Ravenhill	2006	UK
Dirty Wonderland	Michael Wynne	2005	UK
On Blindness	Glyn Cannon	2004	UK
Rabbit	Brendan Cowell	2003	UK
Peepshow	Isabel Wright	2002	UK
Heavenly	Scott Graham, Steven Hoggett and Liam Steel	2002	UK
Tiny Dynamite	Abi Morgan	2001	UK
Underworld	Nicola McCartney	2000	UK
Hymns	Chris O'Connell	1999/2000/2005	UK
Sell Out	Michael Wynne	1998	UK
Zero	Devised by the company	1997	UK
Flesh	Spencer Hazel	1996	UK
Klub	Spencer Hazel	1995	UK
Look Back In Anger	John Osborne	1994	UK

The Company

Artistic Director	Scott Graham
Executive Director	Kerry Whelan
Associate Director	Neil Bettles
Producer	Peter Holland
General Manager	Angie Fullman
Office and Finance Administrator	Gemma Grand
Head of Learning & Participation	Sharon Kanolik
Associate Director (Learn & Train)	Simon Pittman
Learning & Participation Coordinator	Vacant

Board

Sian Alexander (Chair), Julie Crofts, Amit Kataria, Tina Kokkinos, Matthew Littleford, Sally Noonan and Joanna Read.

Practitioners

Maggie Ann Bain, Sofie Burgoyne, Amelia Cardwell, Michelle Edwards, Delphine Gaborit, David Gilbert, Paolo Guidi, Sean Hollands, Richard James Neale, Perry Johnson, Eddie Kay, Steve Kirkham, Vicki Manderson, Gavin Maxwell, Steven Miller, Jonnie Riordan, Naomi Said, Sophie Shaw, Krista Vuori, Jess Williams.