



LEEDS PLAY HOUSE

YOUTH THEATRE DIRECTOR

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER



- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

THIS SHORT FILM WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

leedsplayhouse.org.uk

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WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the **UK Theatre Awards**. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre**, recognising its daily endeavours to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.



WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focusing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It is grateful for the continued support of **Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation** and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

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YOUTH THEATRE

The Playhouse Youth Theatre was launched in 2012 and has since grown to include over 150 members. Informed by a practice of devising and developing young people as theatre makers, we currently have six Youth Theatre groups that meet weekly throughout term time in the Playhouse building for young people aged between 8-21 years old. Alongside these, we run two satellite Youth Theatres in community settings at RJC Dance in Chapeltown and DAZL in Middleton. Members pay a termly fee, with subsidised places and full bursaries available to ensure the Youth Theatre remains as accessible and representative of the city as possible.

All Youth Theatre groups have the opportunity to take part in performance opportunities including termly sharings and the Youth Theatre has commissioned a number of new plays since 2012. Performance outcomes in the 2024-25 academic calendar have included street theatre performed as part of **Light Night**, a site-specific project in **Sunny Bank Mills**, response pieces performed on the set of *Animal Farm*, and a fully resourced studio production of *Brainstorm*.

Alongside termly sessions, the Youth Theatre team deliver 3-4 weeklong holiday projects in the Easter and Summer holidays, including Young Technicians which supports young people interested in design and backstage roles.



THE ROLE

We are recruiting for a creative and dynamic individual to join us in the role of **Youth Theatre Director** to lead and evolve the Playhouse Youth Theatre – a key component of our Learning & Skills programme.

Sitting within one of the largest participatory departments in a producing theatre in the North of England, you will be responsible for ensuring that the Youth Theatre runs efficiently to maintain the highest level of artistic quality delivered with a holistic, person-centered approach to support young people's wellbeing.

You will set and lead the strategy for the Youth Theatre, designing the programme, recruiting freelance team members and creating performance opportunities to give young people a wide array of opportunities to learn, make and devise work.

You will ensure that the diversity and inclusivity of the Youth Theatre remains and continues to strive to be representative of the city as a whole.

You will be a public face of the Youth Theatre, supporting and advocating for its members and partnering with other youth organisations both locally and nationally. In addition to supporting and developing the freelancers and volunteers who facilitate the programme, you will lead your own Youth Theatre groups and take a lead role directing and delivering performance outcomes for the Youth Theatre.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THIS ROLE ARE:

- Creating and delivering a vision for the Youth Theatre, supported by the Director of Creative Communities and the Artistic Director, in line with the wider departmental strategies.
- Designing, managing and coordinating the core programme of Youth Theatre delivery including:
 - Annually conceiving a termly programme in line with relevant strategies and available resources.
 - Personally delivering at least 3 groups per term.
 - Assisting with the recruitment of and support for freelance and casual staff associated with the programme.
 - Ensuring that accurate participant data, such as contact details, are held centrally and securely in Spektrix.
- Draw on a range of experiences in order to plan and deliver projects and the programme effectively.
- Growing the membership of the Youth Theatre and ensuring membership is representative of the Leeds City Region by:
 - Working with the Marketing and Communications teams to promote the work of Youth Theatre and Playhouse Connect as a whole.
 - Maintaining the profile of Playhouse Connect through social media content and updating the website.
 - Supporting young people's transitions through different Playhouse activities and ensuring young people's pathways into Furnace, our artist development programme, are accessible and relevant.
 - Monitoring and maintaining participant data on a regular and efficient basis, including attendance records, mailing databases and information in relation to key targets – and to contribute data analysis and updates to reports as requested.

- Producing or directing numerous performance outcomes with young people throughout each year, including Youth Theatre productions where programmed.
- Responsibility for managing the Youth Theatre budget, including regular budget reconciliation and annual budget reforecasting.
- Sitting as member of our Safeguarding Team; with a specialist responsibility for young people's safeguarding within Youth Theatre and advising and supporting on work with young people across the organisation.
- Attending to the profile of the Youth Theatre programme. Representing the Playhouse Youth Theatre across the city and beyond, within appropriate networks, partnerships and events.
- Line managing other members of the Learning & Skills team in Playhouse Connect.
- Playing an active role in young people's consultation across the organisation.
- Maintaining a robust and comprehensive knowledge of artistic work for, with, and by young people across the UK and beyond.
- Attending Programming meetings and contributing to programming discussions as required around work for, with, by young people.
- Plan termly outcomes and individual sessions, consulting widely with young people and maintaining accessible routes in.
- Proactively supporting audience development though young people's attendance at and access to theatre performances and advocating for young people's ticket schemes.
- Supporting fundraising initiatives for Youth Theatre.
- Be the creative leader of the Playhouse Youth Theatre and regularly bring ideas of productions, plays and performance projects to the table.
- Ensure that the activity is challenging and exciting with young people at the very heart of the delivery.

GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Supporting the Playhouse Connect team in the delivery of our key strategic objectives.
- Contribute to wider Playhouse initiatives such as the Access & Inclusion group which works to normalise the presence of deaf and disabled people on and off our stages, and efforts to improve our environmental sustainability.
- Respond appropriately to any Safeguarding issues, ensuring that the Playhouse's Safeguarding policy is rigorously adhered to.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with all other departments to ensure that the people of Leeds have access to the processes and resources **Leeds Playhouse** has to offer.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of **Leeds Playhouse**.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at **Leeds Playhouse**, including our Plan for Change and Action for Change development initiatives.
- To be willing to undertake training and development as required.

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

KEY RELATIONSHIPS

The role of **Youth Theatre Director** is part of the Learning & Skills team within the Playhouse Connect department.

You will be responsible for the Learning & Skills Coordinator, the Playhouse Connect Administrator (Learning & Skills) and freelancers and casuals within Youth Theatre.

You will be line managed by the Director of Creative Communities.

KEY INTERNAL RELATIONSHIPS

- Director of Creative Communities
- Artistic Director
- Playhouse Connect team
- Artistic Planning team
- Director of Producing
- Production teams
- Technical Director
- Executive Administrator
- Audiences department (Marketing, Communications, Box Office and Front of House)
- Fundraising and Development
- Finance department

KEY EXTERNAL RELATIONSHIPS

- Youth Theatre Network members
- Parents and young people
- Local and national youth-based organisations

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

If you do not demonstrate that you meet all these criteria you may not be shortlisted:

- Excellent facilitation skills in a variety of settings with evidence of delivering on a range of outcomes.
- Ability to successfully engage young people in a creative process.
- Specialist knowledge and experience of working with young people in informal settings and specifically arts-based settings.
- Experience of planning and delivering projects.
- Experience of directing participatory productions and performances ideally on a number of scales.
- Contribute creative ideas for productions, plays and performance projects.
- Ability to create and articulate a clear, long-term vision for the Playhouse Youth Theatre – including planning termly outcomes and individual sessions, consulting widely with young people and maintaining accessible routes in.
- Strong organisational skills to cover both personal administration but also to implement the most effective systems for managing the Youth Theatre.
- Strong IT skills, including Word, Excel and Outlook (or equivalent software).
- Strong numerical skills and the ability to keep accurate live records of, for example, attendance and expenditure.
- Excellent communication skills including written English.
- Experience of managing staff members and volunteers.
- Attention to detail and good time management.
- A positive and enthusiastic attitude to delivering the programme.
- A desire to work collaboratively as part of a team, but also independently as required.
- Demonstrable experience in safeguarding children and young people, including a clear understanding of current legislation, policies, and best practices.
- A flexible approach to working, including the willingness and ability to work unsocial hours.

DESIRABLE REQUIREMENTS

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Strong understanding of evaluation methods including the reporting and interpretation of data, ways to capture that data and providing narratives for stakeholders.
- Experience of technical theatre and/or running technical programmes for young people and technical youth theatre.
- Excellent knowledge of work for, with, or by young people in Leeds and beyond.
- Experience of working with refugees and people seeking asylum; young people with learning disabilities and other vulnerable young people.
- Additional practical qualifications such as First Aid, Arts Award or a JNC Youth Work Qualification.
- Ability to speak a language in addition to English (basic level is fine), preferably one of the top 10 languages spoken in Leeds: Polish, Urdu, Panjabi, Arabic, Chinese, Bengali, Kurdish, French and Persian/Farsi, or British Sign Language.
- Knowledge and experience of fundraising for youth arts projects.
- Knowledge and experience of partnership and multi-agency working.

EMPLOYMENT TERMS SUMMARY

CONTRACT

Fixed-term contract of 1 year.

Any offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- Successful completion of 12-week probation period
- Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) Check*

SALARY

£27,802 per year.

HOURS

Full time of 35 hours per week. Some evening and weekend work will be required, with the option to work flexibly with your core hours.

There may be occasions when you are required to work outside the normal hours outlined. In recognition of additional hours worked, you are entitled to Time Off in Lieu (TOIL) in line with the Playhouse TOIL policy.

NOTICE PERIOD

12 weeks. 4 weeks during probation period.

LOCATION OF WORK

Your main place of work will be **Leeds Playhouse**. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

As part of our commitment to flexible working, we may permit or require you to work from home (or from outside our buildings) on occasion.

* In line with the Playhouse's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Playhouse will not discriminate unfairly against any convictions or other information revealed.



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service

BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

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[f](#) [@leedsplayhouse](#)

HOW TO APPLY

**TO FIND OUT MORE,
PLEASE CONTACT DEPUTY
ARTISTIC DIRECTOR
amy.leach@leedsplayhouse.org.uk.**

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Page 15: *The Lives We Carry* at
Furnace Festival, photography by
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Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the screen. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple knit sweater. She is holding a yellow drink in a clear cup. They are standing in front of a dark background with some blurred lights. A large, semi-transparent orange vertical bar is on the left side of the image.

THANK YOU

FIND US AT

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