

## **SPA THEATRE COMPANY**

### **DIRECTOR - JUNIOR COMPANY**

#### **DESCRIPTION OF ROLE AND DUTIES**

##### **A Brief History of the Spa Theatre Company**

The Company was initially founded in 1982 as a young people's group. From 1982 to 1991, the group remained as a young people's organisation (the upper age limit being 18). In 1991, the view was that the Company should be more ambitious, by lifting the age limit. As of today, the Company retains the Junior section, but the Senior Company is on hold.

##### **The Director Position – Junior Company**

The role advertised is that of Director for the Junior Company.

The Junior Company is primarily a "teaching" organisation. Its primary aim is to offer a high standard of teaching in speech, drama, music and dance. It has its own Director, Musical Director and Choreographer. The academic year consists of three terms, commencing in September each year. The academic year includes the public performance of a musical at a local theatre, usually in April.

It should be noted that the advertised post is for the Director of the Company, for an entire academic year, and is not a "show only" post. It is intended that the post will be permanent, subject to a high standard of performance, reviewed on an annual basis.

##### **The Commitment**

The members of the Junior Company are aged 8 to 17. Entry is by audition. They meet on Tuesday evenings during term time between 6.30pm and 8.30pm. For the annual production, we may need to call for additional rehearsals on Sunday afternoons between 2.30pm and 5.30pm. These rehearsals will take place for typically 6 Sundays in a year, with the timing being dependent on the date of the show.

##### **Key Attributes**

The Director must have the ability to coach and train young people of varying ability. They must be flexible, and adapt teaching styles.

Candidates must be, or become, DBS checked and it would be helpful if they had been teacher trained. The Tuesday sessions must be well planned and prepared, and candidates will need to work well with both Choreographer and Musical Director. It should be stressed that the youngsters gain educational values on Tuesday evenings and that they must be in a learning experience situation.

##### **Duties**

The Director reports directly to the Committee of Spa Theatre Company.

The Director will:

- have qualifications appropriate to the needs of children up to the age of 17
- understand that there is a wide range of ability within the group and adapt training styles appropriately;
- have to work closely with the Choreographer and MD, recognising the inclusive nature of decision-making;
- need to demonstrate an ability to relate to all ages and to show enthusiasm and

encouragement.

The duties, organised on an academic year basis to suit the children will comprise:

- attending weekly training sessions, on a Tuesday evening in a school in Warwick, from 6.30 – 8.30 during school terms only (for the purposes of general training of the junior members). This will typically comprise 36 sessions over the course of the academic year;
- teaching a relatively mixed range of ability, so adapting teaching styles, by rote if necessary;
- preparing children for a “showcase concert” to demonstrate to parents what the children have learnt – but children often perform things they have learnt outside, e.g solo guitar performances, or a dance;
- Liaising with the Musical Director and Choreographer to ensure the smooth running of the Junior Company
- Ensuring the safety and well-being of the children attending sessions
- Organising auditions for entry into the Company
- Preparing the annual schedule of teaching and rehearsal sessions
- Planning the annual production
- Helping to select a suitable show
- Deciding on audition pieces for principal roles
- Organising auditions for principal roles
- Liaising with the theatre management regarding get-in and get-out times
- Liaising on wardrobe, set design, lighting, stage management, back-stage crew
- Liaising with parents over casting and training issues
- Helping to source parents for tasks such as stage direction, make-up, wardrobe, lighting, sound, etc
- Reporting to the Committee on a termly basis.

### **Remuneration**

The Spa Theatre Company is a Registered Charity for its work in the tuition of young people. A corollary of this is that the remuneration for the post will not be at a fully-commercial rate.

The fee for the post is subject to negotiation and will be related to the experience of the candidate, it is expected to be a fixed amount up to a sum in the order of £1,200, paid as a single instalment at the end of the Summer term. The Committee reserves the right to adjust the fee proportionately for unfulfilled sessions and unexplained absences. The sum is paid tax-free, as remuneration for expenses.