

## Engagement Assistant (Kickstart Scheme)

### Job Description

#### About the Unicorn

*We create new, inventive and enthralling performances for every stage of childhood. We believe in the imaginative power of theatre to transform young lives.*

We are the largest children's theatre in the UK, specialising in developing new devised and written shows alongside adaptations of classic texts, offering an innovative and inspiring year-round programme of sector-leading theatre for children.

Our purpose-built home at London Bridge (opened 2005) is a creative and welcoming space designed with and for young people. Our theatre comprises two theatre spaces (Weston Theatre at around 290 seat capacity, and Clore Theatre at around 90 seat capacity) plus two rehearsal spaces, and backstage set, prop and costume facilities. We produce and present a thrilling and varied programme, exploring stories, ideas and themes that enrich and broaden children's view of the world. We welcome 65,000 families and schools every year, subsidising around 30% of tickets to schools and community groups.

We believe that young people of all ages, perspectives and abilities have the right to experience exciting, entertaining and inspiring work - we want all children to experience our theatre and actively seek out children wouldn't otherwise attend. We maintain a strong commitment to representing diversity in our audiences, as well as on our stages, and we prioritise accessibility and inclusion across our organisation.

Since the closure of our building we have innovated in new forms of digital theatre, and are proud to have been able to offer high quality, creative and award-winning online theatre experiences for free. Digital theatre is now a part of our future strategy and firmly embedded in our mission.

#### Our Mission, Vision and Values

- Creating innovative and outstanding theatre for children up to 13 years.
- Supporting artists to make work with ambition, integrity and hope.
- Encouraging children to question and explore the world through stories; developing empathy, understanding and imagination.
- Collaborating with children in schools and communities to inform our practice, and inspiring children to fulfil their potential through creative projects with inventive theatre-makers.
- Extending our reach through online theatre experiences, national and international partnerships and subsidised tickets.
- Recognising that climate action is vital to protecting children's futures, and actively reducing our environmental impact on the planet.
- Believing in equality, diversity and inclusion; we take action to advocate for, and promote the rights of children.

Our values are curiosity, courage and respect.

## **Structure of the Unicorn**

The Unicorn was founded in 1947 by Caryl Jenner, who took theatre around the country to children. Jenner's original aim was that: 'the best of theatre for children should be judged on the same high standards of writing, directing, acting and design as the best of adult theatre', a value which still holds very much true today. The Unicorn has become a vital institution, not only in children's theatre in the UK, but across Europe, and within the ecology of British theatre as a whole.

The Unicorn has recently undergone a period of extensive change, propelled by the current Covid-19 pandemic. Under a newly formed Executive team of Justin Audibert (Artistic Director) and Bailey Lock\* (Executive Director) since March 2020, and with the appointment of a new Chair of the Board of Trustees in March 2021, the Unicorn is emerging as a company with a renewed artistic focus and a vision to transform the lives of young people through theatre.

As part of this period of change we have undergone an organisation-wide process to review and refresh our vision and mission. Key areas of focus and change are: growing our community and schools programme and its impact; introducing a co-creational model that ensures our work remains relevant and wide ranging; re-focusing on a younger age range (children aged up to 13) to increase our impact; prioritising our engagement work across Southwark and neighbouring boroughs; broadening and increasing our reach through digital projects; and renewing our commitment, training and policies around anti-racism, equality, diversity and inclusion, and furthering our achievements in sustainability.

\*Helen Tovey, previously our Director of Marketing & Communications, is undertaking the role of Executive Director from May 2021 onwards whilst Bailey is on maternity leave.

## **Engagement Assistant**

### **Role Summary:**

The Engagement Assistant will be a key role in the Engagement Team joining us at an exciting time as we launch activity across schools and communities in the spring and summer terms (Feb - July 2022).

This role will provide administrative and operational support to the Engagement Team, working most closely with the Engagement Producer and Director of Engagement, with the opportunity to offer practical support to our freelance Workshop Facilitators.

This is a training role which will suit someone with an interest and enthusiasm for arts participation and who is open to learning from the team, artists and children we work with.

**Responsible to:** Engagement Producer

**Responsible for:** Occasional work experience placements

**Working closely with:** Director of Engagement, Workshop Facilitators

### **Key Responsibilities**

- General administrative and communication support for the Engagement Team
- Attend meetings with the Engagement Team including taking minutes for meetings
- Liaise with our freelance staff and our partners to arrange Engagement activities

- Attend Engagement workshops and relevant events with our partners to shadow and support the team
- Support the facilitation team to deliver projects in schools
- Support research into potential local community partners for future Engagement activities
- Stay involved in the Unicorn's sustainability work, including attending the Unicorn's Green Team meetings, to ensure the Engagement programme contributes to green ways of working
- Attend planning meetings with Artists and the Producing team
- Attend relevant training opportunities

#### **Person Specification**

- A positive attitude and willingness to learn
- A friendly and outgoing personality eg. Good at welcoming new people to our events
- Working knowledge of Microsoft Office programmes (Word, Excel, Outlook emails)
- Good communication skills eg. Comfortable answering the phone, and sending emails

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#### **TERMS AND CONDITIONS**

**Contract:** 6 month part-time, Fixed Term contract. 25 hours a week; schedule can be flexible, to be mutually agreed. If you have ideas on how you need to / would like to structure your hours, please let us know.

**Salary:** £11.05 per hour, paid monthly.

#### **Other:**

- Auto-enrolment into the NEST pension scheme
- Complimentary tickets for Unicorn shows
- An Enhanced DBS check will be provided
- NSPCC Safeguarding training will be provided
- Use of available rooms at the Unicorn for personal projects where possible

#### **Application procedure:**

This role is available under the Kickstart Scheme, and is therefore only open to people under 25, currently in receipt of Universal Credit. To apply for this role, please sign in to your Universal Credit account and send a journal message to your work coach, telling them you would like to apply for this job: <https://findajob.dwp.gov.uk/details/7819095>

You can copy and paste this information:

I would like to apply for the following Kickstart Scheme job:

**Job ref:** V0000376440

**Job title:** Engagement Assistant

**Employer:** Unicorn Theatre London

**Postcode:** SE1 2HZ

And sign in to your UC account [here](#).

If you need this information in an alternative format, please contact [jobs@unicorntheatre.com](mailto:jobs@unicorntheatre.com) in the first instance.

The Unicorn Theatre is supported using public funding by Arts Council England. We are committed to being an equal opportunities employer. We encourage applicants from the broadest range of backgrounds, with different skills and experiences to bring into our organisation.

All candidates who identify as disabled and demonstrate that they meet the essential criteria will be invited for an interview, in line with the Equalities Act 2010.

**Information session:** Thursday 13 January 2022, afternoon, Thornton Heath Job Centre tbc

**Closing date for applications:** Noon, Monday 17 January 2022

**Interviews:** Thursday 20 January 2022

We expect that interviews will need to be a blend of in-person and Zoom – please specify in your application if you require / prefer one format over the other.



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