



# Youth Theatre Assistant, ARCADE Youth Theatre

**Contract type:** Fixed term, freelance

**Place of work:** Bridlington Spa

**Hours:** Wednesday evenings (full details below)

**Fee:** £15 per hour, freelance

## About Us

ARCADE is a charitable community producing company based in Scarborough and Bridlington. We think everyone is creative and we believe culture belongs to everyone. We are proud to be part of the Arts Council England National Portfolio.

Our mission is to:

- Support people to work together with artists to make the amazing happen
- Give young people, children and their families the chance to be creative and feel confident
- Enable working class women & girls to reach their full potential
- To support and champion the local creative sector, be that freelance artists or organisations

We do this through creative projects, workshops, shows, festivals and events. You can see more about ARCADE [here](#)

## About the Youth Theatre

ARCADE Youth Theatre provides creative opportunities in Bridlington for young people aged 12-18 years old. Meeting weekly to work with successful professional creatives both local and national developing their performance and creative skills, and investing in their wellbeing.

Autumn term will be led by Theatre Director Alice Kynman and supported by the North Yorkshire Moors Trust as part of their Birds on the Edge programme which seeks to connect creativity and nature. You can see more about the wider project here:  
<https://tinyurl.com/birdsontheedge>

The North Yorkshire Moors Trust have invited the youth theatre to create their own music videos inspired by nature. During the term the group will take two day trips to explore the wildlife at the Parks to get inspired.

We need an enthusiastic and caring Youth Theatre Assistant to support the wellbeing and pastoral care of the young people in the group.

### Schedule of Work

<b><u>ARCADE Youth Theatre Dates</u></b>	<b><u>When?</u></b>	<b><u>Where?</u></b>
<b>September</b>		
Wednesday 10th September 2025	6-9pm	Bridlington Spa
Wednesday 17th September 2025	6-9pm	Bridlington Spa
Wednesday 24th September 2025	6-9pm	Bridlington Spa
<b>October</b>		
Wednesday 1st October 2025	6-9pm	Bridlington Spa
Saturday 4th October	9:15am-4:15pm (timings TBC)	Meet at Bridlington Spa for day trip
Wednesday 8th October 2025	6-9pm	Bridlington Spa
Wednesday 15th October 2025	6-9pm	Alternate venue TBC
Wednesday 22nd October 2025	6-9pm	Bridlington Spa
Tuesday 28th October 2025 <i>(No Youth Theatre on the Wednesday evening this half term week)</i>	9:15am-4:15pm (timings TBC)	Meet at Bridlington Spa for day trip
<b>November</b>		
Wednesday 5th November 2025	6-9pm	Bridlington Spa

Wednesday 12th November 2025	6-9pm	Bridlington Spa
Wednesday 19th November 2025	6-9pm	Bridlington Spa
Wednesday 26th November 2025 ( <i>Final day of Youth Theatre Term</i> )	6-9pm	Bridlington Spa

## Role Overview

The Youth Theatre Assistant will play a vital role in supporting the pastoral care and emotional wellbeing of young participants aged 12–18. Working closely with the Youth Theatre Director and Youth Theatre Producer, this role ensures that all young people feel safe, heard, and supported throughout their time in sessions.

## Key Responsibilities

- Build positive, trusting and appropriate relationships with youth theatre participants.
- Provide pastoral support during workshops, rehearsals, trips and events.
- Provide additional support for participants who may need extra support due to their access requirements.
- Work with the lead Artist to ensure a safe, respectful and inclusive environment.
- Assist with behaviour management and conflict resolution, using trauma-informed approaches.
- Observe and report any safeguarding concerns to ARCADE adhering to our Safeguarding Policy and procedures.
- Complete a register and collect subs for each session and be responsible for emergency contacts for participants during sessions.
- Attend required short training sessions (time will be paid for).

- Help maintain an inclusive, welcoming atmosphere at all times.
- Ensure session space is set up appropriately working with venue staff if needed.
- Attend trips to Parks as per scheduled working with the Parks staff and Lead Artist to ensure participants are safe and have a positive experience.
- Punctual attendance for all scheduled sessions. Please note public transport from Bridlington does not run late and it is your responsibility to get to and from work, no transport can be provided.

## **Person Specification**

### **Essential Skills and Experience**

- Experience working with young people in a pastoral, educational, or youth work setting.
- A strong understanding of safeguarding, child protection, and youth mental health.
- Excellent communication and listening skills.
- Empathetic, calm, and non-judgmental approach.
- Able to manage sensitive situations with discretion and professionalism.
- Experience working with young people from diverse backgrounds, including those with neurodiversities or disabilities.
- Commitment to equity, inclusion, and trauma-informed practice.
- Ability to work collaboratively with facilitators, families, and external agencies.
- A contract will only be offered on receipt of an Enhanced DBS check (if you do not have one we can support you to get one) and two references.
- Understanding of confidentiality and keeping data safe.

## **Desirable**

- Knowledge of or interest in theatre and participatory arts.
- First Aid and/or Mental Health First Aid qualification.
- Understanding of the barriers young people may face in accessing the arts.

## **What We Offer**

- A warm, supportive team and a chance to make a meaningful difference.
- Training and development opportunities, could include safeguarding or GDPR. Any training we ask you to take we will cover time for.
- Supportive line management from Youth Theatre Producer.

## **To apply**

Please send your **CV and short cover letter** explaining why your skill and experience make you a good fit for the role (no more than one side of A4) to [info@hello-arcade.com](mailto:info@hello-arcade.com). Please also complete and return our Equal Opportunities Form.

If you prefer to apply with a cover letter as a video or audio file due to access requirements please ensure it is no longer than 3 minutes.

**Deadline to apply: 5pm on Wednesday 27th August**

**Interviews will be held on afternoon 2nd September online**