

Project Coordinator

part time freelancer role

Payment: £1010 for one day a week for 10 weeks. (*£96 per day, plus £50 travel budget*). *Invoice to be submitted at the end of each working month.*

Dates: w/c 9th October - w/c 11th December - Ideally Thursdays, but flexible to discuss around suitable candidates availability

Hours: 9.30-5.30pm or 10-6pm at Arcola Theatre, Dalston, E8 3DL

Role: To assist the Participation Manager with the organizing and liaising with Hackney Primary schools for theatre workshops and performances this autumn term. The role will include calling and emailing schools, general administration for the project, marketing/social media, project evaluation.

We are looking for someone with experience of office administration and / or theatre producing, marketing experience and an interest in working with schools/young people. The right candidate will be interested in enabling young people and children to experience and explore the creativity of theatre.

What Arcola can offer: Support and Mentoring for this role and your future work, from the Arcola Theatre staff team. Whilst working on the project, free theatre tickets to the Arcola Theatre shows. Discount at Arcola Theatre bar.

To apply: Please send a copy of your CV with a cover letter outlining why you would like to take on this role. *Due to funding from Hackney Council, we are looking to recruit a Hackney resident.*

Assistant Director / Co Facilitator

part time freelancer role

Payment: £1010 for one day a week for 10 weeks. (*£100 per day, plus £50 travel budget for project*). Pre arranged additional rehearsal/hours paid at £12.50 per hour. *Invoice to be submitted at the end of each working month.*

Dates: w/c 9th October - w/c 11th December - Thursdays. Additional rehearsals and shows w/c 27th Nov and w/c 4th Dec.

Hours: 9.30-5.30pm or 10-6pm at Arcola Theatre, Dalston, E8 3DL

Role: To assist the Participation Manager with developing the Arcola Academy ensemble, facilitating and planning rehearsals and school workshops, co-writing and co-directing the short Christmas show that will be devised with and for Hackney Primary School Children. Assist with administrative duties where needed.

We are looking for someone with experience of making theatre with young people and children, who has facilitation experience and is looking to develop their practice as a director. The right candidate will be interested in enabling young people and children to experience and explore the creativity of theatre.

What Arcola can offer: Alongside this paid role, we will offer support and mentoring during this role and your future work. Whilst working on the project, free theatre tickets to the Arcola Theatre shows. Discount at Arcola Theatre bar.

Essential: DBS Certificate

To apply: Please send a copy of your CV with a cover letter outlining why you would like to take on this role. *Due to funding from Hackney Council, we are looking to recruit a Hackney resident.*