

JACK AND THE BEANSTALK

Lead Chaperone

We are seeking a Lead Chaperone who will ensure the welfare and safety of our Young Company during rehearsals and performances of JACK AND THE BEANSTALK.

The best interests of the Young Company will be at the centre of your work. This will be done through chaperoning yourself, supervising the team of chaperones, providing duty of care to the children and ensuring compliance with performance licensing conditions.

The Lead Chaperone will have a valid, current chaperone licence, DBS certificate and have extensive experience of chaperoning children/young people. This role will be offered on a freelance basis, and a separate fee will be paid for the work outside of the hourly rate paid for chaperoning shifts. It is expected chaperoning duties/shifts will be worked alongside the oversight role, as well as potentially covering shifts at short notice.

Responsible to: Producer and Company Stage Manager

Responsible for: Team of Chaperones (with the Producer)

The brief for the Lead Chaperone will be to:

- Ensure the welfare and safety of children performing in JACK AND THE BEANSTALK
- Brief chaperones on their role, policies and procedures, regulations and best practice at the start of the project
- Brief relevant chaperones of each child's medical, dietary needs and any specific care plans for the children performing
- Ensure all legislation, regulations and conditions imposed by the licensing authority are adhered to and report any concerns
- Create track/plot sheets for each side of stage to aid the chaperone team in following the same tracks, and enabling cover more easily
- Be in charge of paperwork and the chaperone folder, including registers and making sure medical and emergency contact information is in place and available
- Oversee the chaperone schedule and be the first point of contact for chaperones who cannot work shifts due to illness or emergency, and find cover, including working additional shifts if another replacement cannot be found
- With the Company Stage Manager, ensure that any accidents/incidents are reported and recorded in the accident book and reported to the parent/guardian
- With the Company Stage Manager and Producer, deal with any safeguarding or other issues that arise. Be the first point of contact for issues that arise during rehearsals or the run, and report these to the Company Stage Manager and Producer
- Undertake usual chaperone duties when working chaperone shifts, including: supervising children in their dressing room between appearances, ensuring that children behave well on the premises, ensuring dressing rooms are kept clean and tidy and that any costumes are properly cared for, ensuring that transport to and from rehearsals/ performances is planned with the parent/guardian and children are collected by the appropriate person
- Operate in line with Nottingham Playhouse's Safeguarding Policy at all times.

Please note that the Lead Chaperone will not be in charge of gaining performance licences. Licensing sits with the producing team.

Essential Criteria for the Lead Chaperone role

- A valid chaperone licence
- A valid DBS certificate
- Experience of chaperoning children/young people
- Knowledge of current safeguarding best practice
- Ability to lead and supervise a team of chaperones in a fast-moving environment
- Capacity to remain calm under pressure
- Excellent communication skills
- A friendly and approachable manner
- Good timekeeping and reliability
- Pro-active, positive, can-do attitude

Desirable Criteria

- Experience in creating and changing rotas
- Good IT skills, with experience of using email, Word and Excel
- Skills to plan and organise activities with the focus and drive to see the project through from start to finish

Fee: £1,000 paid via BACS in 3 instalments.

Dates:

Rehearsals Week 1 – w/c 4 November 2024

Rehearsals Week 2 – w/c 11 November 2024

Rehearsals Week 3 – w/c 18 November 2024

Tech Week – w/c 25 November 2024

Run starts (7 weeks) – Fri 29 November 2024

Run Week 1 and Press Night - Mon 2 December 2024

Run Week 2 – w/c 9 December 2024

Run Week 3 – w/c 16 December 2024

Run Week 4 – w/c 23 December 2024

Run Week 5 – w/c 30 December 2024

Run Week 6 – w/c 6 January 2025

Run Week 7 – w/c 13 January 2025

Run ends – 18 January 2025

To Apply: Please send a CV and covering letter to
recruitment@nottinghamplayhouse.co.uk

Please include contact details and referees in your CV.

If you would like this information providing in an alternative format, support in completing your application, or you would like an alternative way to apply, please contact us via email or ring Stage Door on 0115 947 4361.

Deadline for Applications: Sunday 4 August 2024 at 11pm.

Interviews: w/c 5 August 2024 (may be subject to change).