



Job Description

Ensemble Facilitator, Where We Are (Lyra)

Job Title:	Ensemble Facilitator (Freelance)
Reports to:	Lyra Projects and Engagement Manager
Responsible for:	Ensemble Trainee Artist and Ensemble Youth Arts Workers
Fee:	£9,300 (based on 62 days at £150/day)
Hours:	Flexible. A schedule will be mutually agreed with all members of the ensemble. Candidates must be available to work evenings, weekends and public holidays.
Location:	Artspace, 11 Harewood Road, Edinburgh EH16 4NT and throughout the Greater Craigmillar area. <i>Meetings may also take place online.</i>
Key Dates:	Project starts June 2021

Where We Are

Where We Are is a new creative initiative by Starcatchers, Imagine and Lyra, encompassing a travelling ensemble, creative play, and participatory performance making, all co-designed with children and young people across Edinburgh, Glasgow and Fife.

Supported by the Creative Scotland Youth Arts Targeted Fund, **Where We Are** will recruit up to 17 artists, practitioners, and production staff to engage over 6 months with refugee families, young mothers and babies, and groups of children through a programme of inspirational artistic activity.

In partnership with groups focused on tackling inequality, incl. Refuweegee, Multicultural Family Base and Fife Gingerbread, the organisations' three distinct project strands will be informed by the wellbeing and needs of the children and young people involved.

The project partners will deliver a comprehensive training and development programme for the artistic team including anti-racism and trauma-informed child protection training, with opportunities to share artistic practices and project learning. We aim to create a supportive and shared experience across the whole project.

Where We Are is all about connecting with children and young people through performance making, creative arts and play as we begin to look towards life beyond the pandemic.

Lyra and Where We Are



The Lyra strand of **Where We Are** is centred around the creation of a new ensemble for young audiences in Greater Craigmillar, Edinburgh. The ensemble is made up of a team of two Performers, Designer, Ensemble Stage Manager and Trainee Artist led by Lyra's Artistic Director, Jo Timmins and supported by the Ensemble Facilitator.

The ensemble will be based at Lyra's home venue Artspace in Craigmillar and will work there and off-site, including outdoors, with and for children and young people throughout the community. As well as training together and creating work-in-progress performances for young people to watch, the ensemble will work alongside local children and young people sharing skills and supporting them to make their own work.

The ensemble will work as a self-contained company with all members contributing creative ideas and sharing practical tasks such as get-ins.

The ensemble will have the budget to create at least one work-in-progress performance/event and Lyra has the aspiration to develop this work further in 2022.

Each ensemble member will have full access to training which will include peer support and sharing opportunities with the other practitioners taking part in the Starcatchers and Imagine strands of the project.

We are committed to ensuring that the ensemble includes practitioners who identify as BIPOC+, especially welcoming applicants from the African and Caribbean diaspora, Latinx, the East Asian diaspora, from the South East Asian diaspora, from the South Asian diaspora, West Asian (includes Middle East) diaspora, Indigenous people, bi-racial/ mixed heritage, or who self-identify as a Person of Colour or Black.

The Role

Working alone and as part of a small team, the Ensemble Facilitator is the link between the **Where We Are** ensemble and the children and young people of Greater Craigmillar.

By maintaining excellent communications, the Ensemble Facilitator will co-ordinate engagement with work-in-progress performances, workshops and other creative events by building and nurturing relationships with local groups and organisations in the community. The role requires regular consultation with participants and their adults to monitor progress and evaluate the impact of the project.

Key to the role is the ability to work flexibly in both a lead and a support capacity; delivering workshops as well as facilitating collaborations between participants and the ensemble.

The Ensemble Facilitator is responsible for the wellbeing of children and young people taking part in ensemble activities, including managing behavioural challenges, co-ordinating pastoral care and referring onto specialist support as needed.

The successful candidate will have the confidence and ability to work off-site in a variety of different environments including community venues, public buildings, schools and outdoors. This role would suit someone based in (or within easy access of) Edinburgh.

Job Description

Main Tasks/Responsibilities

Working closely with the Projects and Engagement Manager, the Ensemble Facilitator is responsible for the following key areas:

Participation

- Facilitate the recruitment and ongoing participation of all children and young people across a variety of different projects led by the ensemble
- Manage all ensemble participant communications using a range of methods (face-to-face, phone, written, text, social media)
- Act as the ensemble's first point of contact on the Lyra mobile phone for participants and their adults

Pastoral Care

- Promote a warm and friendly 'home from home' environment for children, young people and their families
- Co-ordinate support needed to address barriers to access for participants (e.g. pick-ups, digital support)

Facilitation

- Lead workshops as needed in a specialist art-form
- Facilitate collaboration between the ensemble and children and young people
- Lead games and exercises to engage participants and to support the ensemble

Project Co-ordination

- Support and mentor the Trainee Artist
- Maintain excellent communications with ensemble participants, parents and carers and community groups and organisations
- Ensure suitable staffing for ensemble projects, including cover for unforeseen circumstances
- With the Ensemble Stage Manager, risk assess studio and theatre spaces prior to participant use, liaising with Lyra core staff as required
- Ensure that participant sessions operate within Covid-19 regulations
- Lead regular planning meetings with the ensemble and Youth Arts Workers
- Management of Youth Arts Workers, Trainee Artist and volunteers
- Maintain excellent communications with all Lyra staff, reporting regularly to the ensemble and core Lyra team
- Lead regular briefing and de-briefing meetings for participant sessions
- Prepare, circulate and manage work rotas of ensemble Youth Arts Workers

Child Protection

- Distribute and collate Participant Consent Forms
- Regularly update participant contacts, in accordance with GDPR

- Work to ensure the safety and welfare of all participants, including data protection and Child Protection reporting and paperwork
- Ensure the ensemble adhere to the Child Protection Policy and Procedures
- Lead Child Protection induction and training as required, with all ensemble members and visiting practitioners

Monitoring and Evaluation

- Consult regularly with participants and their parents and carers
- Prepare and lead evaluations using a range of methods and materials
- Collect, log and monitor participant data and provide regular updates for the Lyra team
- Prepare case studies and reports

General

- Regularly attend Lyra team meetings
- Open and close the venue as needed for out of hours sessions
- Attend performances, events and sharings at Artspace
- Regularly attend community and arts industry events

Person Specification

The successful candidate will be an experienced workshop leader with the ability and desire to facilitate for other artists and practitioners. They will have excellent people skills and easily build rapport with children and young people whilst maintaining clear boundaries. They will have experience of the opportunities and challenges of working in an area of deprivation and will be knowledgeable and passionate about professional performing arts made with, for and by children and young people. Although they may not be experienced in all aspects of the job, they will be extremely motivated and organised and have the skills to lead their own development in new areas.

Essential

- Educated to degree level or equivalent in the performing arts (either drama, music, dance or live art)
- Experienced performing arts workshop leader for children and young people
- Experience of working in an area of deprivation
- Clear and consistent communicator; confidently uses a variety of methods as needed to build relationships
- Experience of coordinating a team or collaborative process
- Confident dealing with a range of people from different backgrounds
- Experience of project co-ordination Administration & IT skills (Excel, Word)

Desirable

- Experience of building and nurturing partnerships with community organisations
- Knowledge of the socio-economic context in which Lyra operates
- Knowledge of the barriers that prevent children and young people from deprived areas taking part

Personal Attributes

- A strong, collaborative team player with the ability and willingness to work flexibly as part of a small team within a growing organisation
- Remains positive and resilient under pressure
- Skilled at negotiating challenging situations
- Experience of mentoring

Diversity and Inclusion

Lyra is an Equal Opportunities employer and welcomes applicants from diverse backgrounds.

We recognise there are barriers to working in performance and that these challenges are experienced more acutely by some people. We are committed to increasing the diversity of practitioners working in our sector and especially welcome applications from those who identify as having characteristics currently under-represented in our sector.

This includes people with protected characteristics as defined by the Equality Act 2010 across age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation alongside those with chronic illness, neurodiversity, parental/caring responsibilities, experience of the immigration system and people from working-class backgrounds.

We are committed to ensuring that the ensemble includes practitioners who identify as BIPOC+, especially welcoming applicants from the African and Caribbean diaspora, Latinx, the East Asian diaspora, from the South East Asian Diaspora, from the South Asian Diaspora, West Asian (includes Middle East) Diaspora, Indigenous people, bi-racial/ mixed heritage, or who self-identifies as a Person of Colour or Black

We invite you to tell us if you identify as sharing one or more of the prioritised characteristics outlined above.

Covid-19

Delivery will take place outdoors or socially distanced in community spaces. Should severe restrictions or lockdown be put in place, we will look at online delivery, but only as a last resort.

How to Apply

To apply please send your CV with a covering letter (no more than two sides of A4) outlining your suitability for the role to lyra@lyra.co.uk by **Friday 16th of April at 12 noon**. Please note that applications received after 12 noon cannot be considered.

Alternatively, you may submit a video application (max 5 mins) outlining your suitability for the role along with your qualifications and work history details.

Interviews will take place on Tuesday 20th April at Artspace, 11 Harewood Road, Edinburgh EH16 4NT or online. Following the interview, selected candidates will be invited to lead a workshop session with participants on **Saturday 24th April**.

Candidates must be available on the interview and workshop dates. Candidates will be paid a fee for their time for the workshop session.

The successful candidates will be required to join the PVG scheme (Disclosure Scotland).

Application Support

If you would like any of this information in a different format or require further support in making an application, please contact us directly. Please also tell us about any access requirements you may have to support you to undertake this project.

