



EVENT SUPPORT

Recruitment Pack

THEATRE
Hullabaloo

TVCA | Tees Valley
Mayor



WELCOME FROM OUR CHIEF EXECUTIVE



Thank you for your interest in the role of Festival Event Support at Theatre Hullabaloo.

Theatre Hullabaloo is one of the UK's leading children's arts organisations. We make, produce, promote and programme world-class theatre for young audiences. In December 2017, we opened The Hullabaloo, a purpose-designed venue for children and families in Darlington, which is where we are based.

The role of Festival Event Support will support in the delivery of our family arts festival, Hullabaloo in the Park, in July 2024.

Hullabaloo in the Park 2024 is an outdoor family arts festival for families with children under 10 years, taking place in July each year in South Park in Darlington. The festival will include live performances, storytelling, making, adventuring, dancing and playing, with a mixture of scheduled events and drop-in activities with something for everyone from babies to their grandparents.

Please note that the deadline for applications is Monday 15 April 2024, 12pm (noon)

This application pack gives you an overview of Theatre Hullabaloo, the Festival and Job Description.

If you would like to discuss the role, please email Sarah Churlish, Senior Programme Manager sarahchurlish@theatrehullabaloo.org.uk or call us on 01325 405680.

We look forward to receiving your application.

A stylized, handwritten signature in black ink.

Ben Dickenson
Chief Executive



★ ★ ★ ABOUT THEATRE HULLABALOO ★ ★ ★

Theatre Hullabaloo believes that creativity should be part of everyone's childhood.

We are a pioneering organisation that makes, tours and promotes theatre for children and young people because we believe that they are the most important audience of all. Established as Cleveland Independent Theatre Company, a general regional touring theatre company in 1979, the organisation became a specialist young people's company in 1994 (CTC Theatre) and was then reimagined as Theatre Hullabaloo in 2009.

Theatre Hullabaloo is a National Portfolio Organisation (NPO) of Arts Council England, a registered charity and one of the leading specialist children's theatre organisations in the UK. We make and commission new work for audiences from birth to 16 years which tours regionally, nationally and internationally to a mixture of theatres, venues, schools, nurseries and community settings. We also deliver a busy artist and sector development programme, believing that our audiences deserve work made by the most brilliant of artists and we work with a range of partners and stakeholders to produce research into the value of creativity in the lives of children which impacts on national policy in this area.

"If this was weekly, I would bring my child every week!"

- Audience member (Lullabub)



ABOUT THE HULLABALOO

In December 2017, Theatre Hullabaloo realised the dream of opening a purpose-built venue for children and families in Darlington.

The Hullabaloo presents a year-round programme of world-class performances, free creative play installations, family-focussed activities, and participatory work with particular emphasis on early years creativity.

The venue has already welcomed over 80,000 children and their grown-ups through its doors to see wonderful theatre specially made for them, engage them in magical play installations and much more. The venue was named 'Best Family Venue 2019' in the national Fantastic for Families awards.

I feel lucky that we have such an exciting arts facility so close to home as my daughter grows up.

- Audience member

MISSION, VISION & VALUES



Our Vision:

A world where art and creativity for children is as brilliant and inspiring as they are and is a fundamental part of everybody's childhood.



Our Mission:

Theatre Hullabaloo champions the rights of children to art and creativity as an irreducible part of child development.

We do this by making, presenting and advocating an inspiring and ambitious programme of theatre and play which is accessible to all children and families and speaks to all stakeholders in childhood.

Our Values: Theatre Hullabaloo is...



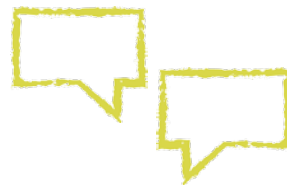
Bold

We are artistically ambitious for our audiences and take risks in the ideas, stories and forms that we use to make meaning of our world.



Imaginative

We celebrate the power of the imagination to make positive change. Imagination is magical, it stimulates creativity and innovation.



Collaborative

We believe that we can achieve more when we develop ideas collaboratively, engage with a broad range of voices and make space for everyone to contribute.



Accessible

We are passionate about the rights of all children and families to have the best possible experience of our work, to feel invited and able to participate and to be fully represented in that work.



Child-Centred

Children are at the heart of everything we do.

CONTEXT

HULLABALOO IN THE PARK FESTIVAL & EVENTS TEAM

As part of our ongoing portfolio of work, Theatre Hullabaloo will be delivering an outdoor family arts festival, Hullabaloo in the Park, every July in South Park Darlington, and in order to deliver this in the best way possible, we are recruiting a team of Festival Event Staff. In 2024, the festival will be Friday 26 July - Sunday 28 July.

Hullabaloo in the Park 2024 will be 3 days of theatre performances, storytelling, adventuring, playing with bespoke interactive installations, audio trails, acrobatics, messy play and crafting, with a whole programme of activity aimed at children aged 10 and under and their families.

This activity will take place across 12 different performance areas, or “stages” in the park, with most stages presenting activity throughout the whole festival. Festival activity will take place between 10.30am-4.30pm each day.

The full Festival & Events Team will be made up of core Theatre Hullabaloo staff and hosts, Zone & Stage Managers, Event Support Staff and Volunteers. We expect each area to have a Zone Manager, each designated performance area or “stage” to have one Stage Manager, with an even spread through additional activities/ events of our Event Support Staff and Volunteers, depending on the size of the area and the activity presented.



★ ★ ★ WHY WORK FOR US? ★

We are one of the country's leading family arts charities, on the path to becoming a National Centre for Children's Creativity. We are also committed to the North East region and work hard to give the people of Darlington the most engaging, and the most friendly, creative experiences we can.

Darlington is a fantastic place to work, and you will find a warm welcome from our team, backed up by training, support and exciting opportunities to:

- be part of delivering a high-profile public event
- give back to your community by engaging families in a fantastic festival experience
- enhance your CV and develop skills for working in outdoor events
- shape and promote access and inclusion, so that everyone can take part

★
 PEOPLE CALL OUR WORK "MAGICAL"

Joining our festival is your chance to spread a little magic!



THE ROLE

Title	Event Support
Reporting to	Stage Manager
Salary	£108.00 per day (£13.50 per hour for training session)
Hours	8 hours per day
Location	Festival Base: South Park, Darlington, DL1 5TD
Contract type	Freelance / Self-employed

OVERVIEW

Who we're looking for

We're looking for a team of really friendly Event Support Staff who are confident in working with family audiences and communicating clearly with a wide range of people. There are a few different strands to this role: creative, general and front of house support, however all roles will include audience engagement and an element of event set up. You do not have to work across all of the strands, so please let us know which areas you'd be most interested in when you apply.

This role is a really good opportunity for anyone looking to start or progress their career and experience in events and cultural activity in the region. We are not asking for much experience, but instead, we'd love staff to have a can-do, positive attitude to learning and working as part of a team. The role of Event Support will report to the Stage Manager.



EVENT SUPPORT KEY RESPONSIBILITIES

Creative

- Support the preparation of activities in advance, for example preparing craft activities and dressing spaces in advance of an event/activity
- Delivering craft activities and supporting with messy play

General support

- Support the set-up and take-down of events/activities/performances such as: dressing the performance spaces and setting up signage (e.g. bunting)
- Support the delivery of events/activities/performances
- Manage the picnic area, keeping the tables and area clean and tidy
- Welcome the public on one of our hubs. Being the first friendly welcome they see
- Acting as a point of information, helping families to navigate the festival
- Conducting evaluations and collecting feedback from audience members
- Supervising any volunteer(s) working at the festival

Front of house support

- Setting up/taking down audience seating (beanbags, jigsaw mats, chairs)
- Support audiences in events/activities/performances
- Check any pre-booked tickets
- Support the Stage Manager in managing audience numbers
- Monitor audience queues and waiting lists
- Support audience members with any access needs (training will be provided)



Artist support

- Supporting artists and companies performing at the festival in the delivery of their activity
- Managing “walkabout” activity and leading artists to perform in the designated area and at the right time according to the schedule

The above provides example duties under the responsibilities and is not an exhaustive list. We are not expecting staff team members to be available for all of the dates but we would like to keep a consistent team as far as possible across the three days, so please do let us know your availability in your application.

Typically, the “shifts” for this role will be around 8 hours to allow 6 hours for the programme events and an hour either side to allow for daily staff briefings, the set up and take down of the activity. These times are likely to be 9.15am-5.15pm each day.

***EVENT SUPPORT ESSENTIAL REQUIREMENTS

DBS check

We require all employees to have a current enhanced DBS check. Theatre Hullabaloo will manage this and will cover all costs involved.

Physical work

Please note that some elements of this Event Support Staff role will have some physical elements of work and candidates will need to be able to complete the agreed tasks. For example assisting with setting up tables and chairs, hanging bunting. However, we are happy to look at any reasonable adjustments for candidates to overcome a disadvantage that they might experience as a result of a disability and some roles may be adapted.

We are keen to seek applications from all under-represented candidates and welcome any person with a disability to apply, but we wish to highlight in advance that these tasks are part of the role. If anyone is unclear or unsure if they may be able to undertake the role - please contact us and we can invite you for a visit to the park to see first-hand the space we'll be in and for a further discussion around the tasks required.

Family Friendly Training

Theatre Hullabaloo will lead a 1.5 hour workshop looking at how best to welcome and support family audiences attending festivals and events. We'll introduce you to the child-centred principles of the Hullabaloo Welcome and offer lots of handy hints and tips for supporting families with varying needs to get the most from their visit.



Briefings

Festival Training Session and Full Briefing will be scheduled 2 weeks prior to the festival, week commencing 8 July 2024. This will last no more than 3 hours, it will include the Family friendly Training session mentioned above and will take place in the festival location of South Park, Darlington.

Daily briefings at the beginning of each day on site in South Park at approximately at 9.15am

Your time will be paid for to attend all of the above.

PERSON SPECIFICATION

Essential criteria

The successful candidate will have/be:

Application / Interview

Experience of meeting and greeting visitors	•	
The ability to oversee activity and confidently manage numbers within a space	•	•
Excellent communication skills	•	•
Be punctual		•
The ability to work independently as well as part of a team	•	•
The ability to use their own initiative	•	
The ability to troubleshoot	•	
Be passionate about customer care	•	•
Be highly motivated and hard working	•	
Be positive and diplomatic		•
Have a calm and friendly personality		•
Have an approachable character		•
Have an Enhanced DBS (we will process this for you if you do not have one)	•	•

Desirable criteria

The successful candidate will have/be:

Application / Interview

Experience of working within the arts/theatre sector and with children and young people	•	•
Experience of managing activity sessions	•	
Participated in training to support audiences with additional needs e.g. Autism Awareness training	•	
Participated in Safeguarding training (Level 1) - training will be provided if you do not have this	•	
First aid awareness and/or qualifications	•	
Early years/childcare qualifications or equivalent	•	
Knowledge of Theatre Hullabaloo's work	•	•
Knowledge of Theatre Hullabaloo's work	•	•

APPLICATION PROCESS

To apply, please visit
<https://airtable.com/appCb1BS8qKpgFGnQ/shrHOB1jOoqPfm4tV>
to complete an application form.

A downloadable Word document is also available on our website - if using the word document, please email this to info@theatrehullabaloo.org.uk

We want to help applicants to fully represent what they can offer the organisation, so if you feel our application form isn't the best format for you, please contact us so that we can give you access to what you need to apply or attend for an interview.

We will also accept video applications (no longer than 2 minutes) or an audio file (no longer than 2 minutes). Please answer the questions on the application form in your video or audio file and send it to info@theatrehullabaloo.org.uk

Theatre Hullabaloo is an Equal Opportunities Employer and recognises the importance and advantages of diverse workplaces and communities. In order to address under-representation and diversity in our staff team and Board, we particularly welcome applications from those who identify as being from an alternative background to White British, for example those who identify as global majority, those who identify as LGBTQIA+, or are d/Deaf or have a disability.

Any candidates who fulfil the essential criteria as specified in the role description and who have a disability will be guaranteed an interview for the position.

Please note that CVs will not be accepted, and we cannot accept physical copies of applications.



Equal Opportunities Monitoring Form:
<https://airtable.com/appUf4EggttZH0FMpA/shrXPTOGhSdBooYdO>

Application deadline: Monday 15 April 2024, 12pm (noon)

Interview date: Week commencing 22 April 2024

Festival training and Full Briefing session:
Week commencing 8 July 2024 (up to 3 hours)


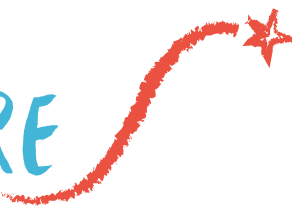
Successful shortlisted applicants will be invited to attend an informal interview in the week commencing 22 April 2024. We hope that all interviews can take place in person at The Hullabaloo, in Darlington, however please make us aware if you'd prefer to meet online instead.

Reasonable travel expenses for attendance at interview will be reimbursed. Please make us aware of needing to claim expenses back ahead of attending your interview.

If you would like to further information, support with access requirements or an informal chat about the post, please contact Theatre Hullabaloo's office on 01325 405680 so that a phone call with Sarah Churlish, Senior Programme Manager, can be arranged.

Privacy notice

Theatre Hullabaloo will collect and maintain some personal information about you throughout the recruitment and selection process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The full applicant privacy policy is on our website alongside the application pack.

 **FIND OUT MORE** 

You can find out more about Theatre Hullabaloo by visiting theatrehullabaloo.org.uk

Facebook: @TheatreHullabaloo / @HullabalooHome

Twitter: @HullabalooTweet / @HullabalooHome

Instagram: @TheatreHullabaloo

THEATRE
Hullabaloo



Supported using public funding by
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ENGLAND**

Theatre Hullabaloo is a trading name of Cleveland Independent Theatre Company
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