



Hullabaloo Host Recruitment Information



WELCOME! FROM OUR PLACE TO PLAY PRODUCER

Thank you for your interest in the role of Hullabaloo Host.

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.

In 2024, we launched a new programme called 'Place to Play' which sees us deliver Creative Play installations into Family Hubs and other venues across Teesside. Creative play spaces are unique, sensory installations designed for little ones and their grown-ups to take part in self-led play. Each one has been created by a specialist early years artist, with specific developmental aims in mind. Theatre Hullabaloo believes that creativity should be part of everyone's childhood.

We are looking to add to our team of Hullabaloo Hosts to be based in our creative play installations across Teesside to support the delivery of Creative Play. We are looking for people who are friendly, with inclusive values, who want to work hard to support and meet the varying needs of the people who work with us, to give them the best experience that we can. The role of Hullabaloo Host is a core role, designed to support the day-to-day activity of the Creative Play installation.

This application pack gives you an overview of where we'll be in the immediate future, Theatre Hullabaloo's values and missions, the Job Description, Person Specification and How to Apply.

If you would like to discuss the role, please email me at chloestott@theatrehullabaloo.org.uk or call us on 01325 405680.

We look forward to meeting you soon.



Chloe Stott
Place to Play Producer



CREATIVE PLAY INSTALLATIONS

This summer we will deliver three creative play installations across the South Tees, in addition to two in our flagship venue in Darlington. The hosts recruited will predominantly work across Middlesbrough and Redcar & Cleveland.

West Middlesbrough Family Hub, July - September

We will support the relaunch of West Middlesbrough Family Hub after a 6 month renovation period, bringing our newest installation, BLOOM, to families in Middlesbrough. BLOOM is a garden-like play space that invites little ones to explore, adventure, and grow vibrant ideas together with their grown-ups. This will be open on Tuesdays, Wednesdays and Thursday.

Kirkleatham Museum, August - October

Through a brand-new collaboration with Tees Valley Museums Group, we have co-created a new installation 'The Wonder Room' with local children across the Tees Valley, inspired by artefacts from all five of the museums in the group. This will be open 6 days a week.

Dormanstown Family Hub, September - November

In September we will bring back our very special - and first ever! - creative play installation, DREAMLAND, to Dormanstown Family Hub. DREAMLAND is a beautiful, sensory experience in the clouds for very young children and their grown ups. This will be open 3 days a week (exact dates tbc).

At our venue in Darlington, Fairytale Forest will continue into the summer, and in August we will open a new pirate-themed play experience.



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.

THE ROLE

Job Title	Hullabaloo Host
Salary	£12.60 per hour
Hours	Casual (there will be peak periods where there will be approx. 1-2 shifts per week)
Location	Various
Contract type	Casual (3 month probationary period applies)
Holiday pay	You will accrue holiday hours at the rate of 12.07% holiday hours per hour of work completed, which will be paid monthly
Responsible to	Programme Officer

We are proud to be a family friendly employer and operate a flexible working policy, in order to help our staff achieve a healthy work/life balance.

Theatre Hullabaloo is a Living Wage Employer and is signed up to the Breathe Culture Pledge which is our commitment to the wellbeing of our team.



HULLABALOO HOSTS

Overview

Our team of Hullabaloo Hosts are key to supporting the successful delivery of the Creative Play installations. There will primarily be two functions of the role of Hullabaloo Host, detailed below:

1. Creative Play Welcome

The Hosts oversee our Creative Play space which hosts installations for children and their families to participate in. The role is to encourage play, to ensure maximum numbers are adhered to, to be the point of contact for questions and assisting where necessary, and capture data/ information to feed into the development of the programme.

Typical shifts will be 9.45am - 2.15pm or 10.45am - 3.15pm.

Most days will see the Hullabaloo Host working independently, with regular check-ins from the Place to Play Producer, Programme Officer and/or the Production Manager.

This means the Host will be responsible for the surface-level upkeep of the installation, reporting any issues to the wider team. The host will be the first point of contact for all Creative Play users and will be required to deal with any issues in the moment, reporting back any concerns that will need further attention.



2. Workshop Support

This element of the role supports creative workshops and sessions within our Place to Play programme. This could involve taking registers, directing around the building and being on hand to support parents and delivery teams.

Sessions within the programme include the weekly 'Let's Play' classes, a play on prescription programme for under 5s, and other more adhoc sessions for all ages under 11. This may require more cover across school holidays and at weekends to align with the programme of activity.

MAIN RESPONSIBILITIES

Creative Play Support

- Set up Creative Play so it's ready for use by the opening time.
- Meet and greet visitors on arrival to the venues for the Creative Play installation and provide a warm and informative welcome.
- Be the main point of contact for families, answering questions and assisting their experience.
- Manage numbers of people into the space, ensuring that it does not exceed its capacity for Health & Safety.
- Encourage play with families in the installation.
- Manage a waiting list for customers using the Creative Play space if necessary.
- Assist and solve any unexpected issues and problems that may occur.
- Work independently ensuring you deliver on duties and responsibilities asked of the role.
- Offer a high level of customer care at all times.
- Regularly check on Creative Play installation throughout the day to ensure everything is in safe, working order.

Workshop Support

- Support the preparation of activities, for example preparing craft activities and dressing spaces in advance of an event day.
- Support the set-up of events and workshops.
- Support the delivery and engagement of participants during workshops, encouraging children and parents to join in with activities.
- Admin and marketing tasks as appropriate, such as providing content for social media.

Health & Safety and Reporting

- Oversee the installations to ensure that all elements are safe for use in line with Health and Safety procedures.
- Have a duty of care for all children and young people that you encounter in line with our Safeguarding Policy.
- Collect data and feedback needed to ensure the programme is developed, reviewed and evaluated correctly.
- Raise any concerns or complaints to the Place to Play Producer, or the wider Hullabaloo team in their absence.
- Be aware of and act on the Fire Evacuation procedure.
- Be aware of and act on the First Aid procedure.
- Report any physical or technical issues to the Production Manager.
- Report any customer concerns or issues to the Place to Play Producer.

All Hullabaloo Team Members

- Act as an advocate for the company, communicating enthusiastically and confidently about our work.
- Work in line with the company's mission, vision and values.
- Be available to work occasional evenings and weekends when required, along with a handful of meetings and company commitments throughout the year.

Additional

- Theatre Hullabaloo is an equal opportunities employer and we are committed to attracting and recruiting candidates from all communities.

The above provides example duties under the responsibilities and is not an exhaustive list. You will also be expected to fulfil all other duties as reasonably requested by the Senior Leadership team.

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 a dedicated one for Theatre Hullabaloo)	•	•

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	•	•



ADDITIONAL INFORMATION

Opportunities for training

Hosts will be required to undergo relevant training to ensure they can meet their duties. If a host does not have existing qualifications, Theatre Hullabaloo will support them to receive the following:

- First aid awareness and/or qualifications
- Safeguarding training (Level 1)
- Training to support participants with additional needs e.g. Autism Awareness
- An Enhanced DBS

We also deliver twice yearly general training sessions, recapping Hullabaloo's policies and procedures and offering an opportunity for all hosts to come together to share any challenges and successes.

There is also the opportunity to gain accredited training in Early Years Creative Practice.



Diversity and Inclusion

Theatre Hullabaloo is an Equal Opportunities Employer and recognises the importance and advantages of diverse workplaces and communities.

We particularly welcome applications from those who identify as being from an alternative background to White British, for example people of South, East, West and Central Asian heritage, African and Caribbean heritage, Middle East heritage, Latinx people and mixed heritage. We also welcome applications from anyone who identifies with a protected characteristic such as those who identify as LGBTQIA+ and/or d/Deaf or disabled.

If you would like to share one of these protected characteristics with us, you can do so on the form.

Please note that this role has some physical elements and candidates will need to be able to complete these tasks, for example moving creative play furniture, tables and chairs. 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 you are unclear or unsure if you may be able to undertake the role, please contact us and we can arrange a chat about the tasks required.

We are also happy to look at any reasonable adjustments for any candidates to overcome a disadvantage that they might experience as a result of a disability. In order to assess under-representation in our staff team and board, applicants who fulfil the essential criteria as specified in the role description and who identify as a protected characteristic outlined above will automatically be offered an interview.

APPLICATION PROCESS

To apply please complete the online application form found here:
<https://airtable.com/appKWuo39NK6IGDP2/shrcdRZtzM2a0Ammf>

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 can accept applications in written format on the application form, by video in which the questions are addressed or by audio format. Videos and audio should be no longer than 3 minutes and should be sent to info@theatrehullabaloo.org.uk by the closing date.

We will be assessing your application by scoring your answers based on how well you demonstrate you meet the essential criteria above, so make sure to include all relevant skills and experience so we can shortlist accurately.

Key Dates

Closing Date: Wednesday 9th July 5.00pm

Interviews: Monday 21st July*

Start date: As soon as possible (once induction completed)



Those invited to interview will be contacted as soon as possible after the closing date. Interviews will be an informal chat for us to get to know you better, and questions can be provided in advance.

*If you would like to apply and cannot attend an interview on this date, please let us know and we will try to accommodate you at a different time.

Those not invited to be interviewed will be informed by email.

Induction and training will take place in the following weeks with some time at The Hullabaloo in Darlington and at least one of the various sites to experience a Creative Play installation in action. Training and induction will be paid for at the usual hourly rate.

The Creative Play installations will already be up and running, so we are looking for people to be able to start as soon as possible.



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

Facebook: @TheatreHullabaloo / @HullabalooHome

Bluesky: @theatrehullabaloo.bsky.social

Instagram: @TheatreHullabaloo

The Hullabaloo, Borough Road, Darlington. DL1 1 SG

Tel: 01325 405680

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.

Theatre Hullabaloo is a trading name of Cleveland Independent Theatre Company Company Registration 01458421 - Registered Charity 279690

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