

You will report to the Staff Co-ordinator and/or General Manager as appropriate.

You will be expected to provide high quality customer service to staff, parents and students and to work at all times for the benefit of Faust International Limited (FIL) children, parents clients and staff. Duties will include, but are not limited to:

- To act as Assistant Leader (AL), helping to introduce students to the world of theatre and performing arts and to assist always in support of **FIL** Values and Aims.
- To encourage participating children to take part in all possible ways and develop an environment in which they feel comfortable.
- To initiate ideas to assist your Group Leader (GL) in the creation of the termly schedule and weekly sessions.
- To work in the workshop as directed by your GL and to lead smaller activities or games.
- To lead the group in event of illness or absence of the GL (to be paid at GL rate).
- To actively reinforce the group management and discipline provided by the GL. To input your thoughts and opinions in to group management issues and take initiative and intervene in group or individual related discipline issues. To raise any concerns and issues with the group, the workshop with your GL.
- To keep the course schedule and weekly workshop content and plans confidential and to use them only for workshops for **FIL**.
- To assist your Group Leader by taking workshop photos and helping forward these to **FIL**.
- To accompany your group when visiting outside centres or theatres for workshop, educational activities or theatre visit. It is expected that leaders, when asked, will accompany their group to watch one show within each academic year (and will be paid at an additional fee)
- To liaise with the **FIL** staff on all matters concerning your group, the children involved, the subject matter of your sessions, problems and all matters related to **FIL**.
- For FIYT groups (excluding Tots, Stage and School Programmes) to assist in the planning and preparation of your group(s) production at *The Faust Festival* and attend both performances and additional rehearsals as required. This may include but is not limited to, providing scripts, sourcing costumes and props, providing marketing material about your show, casting, providing sound and lighting scripts, participating in extra rehearsals and any other duties related to putting on a production. All Groups may also be required to host informal open sessions or presentations at the end of term.
- To take part in occasional publicity events. Any photos taken here or at any other time whilst working for Faust may be used for marketing and promotional purposes, in brochures and production flyers, postcards and programmes.
- To attend termly meetings and if required occasional, additional meetings.
- To regularly check and respond to **FIL** staff updates and reminders through email.
- To use social media and other online portals appropriately and respectfully towards **FIL**, staff and students and to follow the guidelines.
- To follow procedures as outlined in the *The Faust Handbook for Staff*.