



[Hijinx](#), a not-for-profit professional theatre company, casts learning disabled actors in award-winning productions which tour the world.

Academy Director Vacancy

(Fixed-term, one year, maternity cover)

This is a brilliant opportunity to join the team at Hijinx, one of the UK's leading inclusive theatre makers and providers of performance training for actors with learning disabilities and/or autism.

Hijinx Academies provide the only professional performance training course in Wales for learning disabled and/or autistic actors and we provide opportunities that you won't find anywhere else. We run five Academies across Wales, with over 60 Actors in training.

Following the challenges of Covid-19, we are now slowly returning to face-to-face Academy training, community activities, and productions, following over a year of digital delivery. Over the coming months we will continue to create exhilarating and subversive theatre that is highly acclaimed across the UK, Europe and internationally, where artists with learning disabilities and/or autism are involved every step of the way in the making and performing of their stories. Alongside this, we will be developing of our film programme, promoting our actors to the wider arts and creative industries, and refining our award-winning communications training to respond to post-Covid needs.

Hijinx recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to being an Equal Opportunities employer, and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

The Hijinx team is small, but nimble, and punches far above its weight, supported by an incredible band of freelancers and volunteers. We develop and encourage our employees to grow in their roles and to be the best they can be. We aspire to have a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work. If this sounds like the place for you, then read on!

THE ROLE

We have a need for a talented theatre professional to join us for one year to hit the ground running and drive our Academy programmes forward.

The Academy Director is responsible for the effective and efficient management of our five Hijinx Academies across Wales, ensuring they deliver high-quality professional drama training for our 60+ Hijinx Actors.

To succeed in this role you will need to have a good knowledge of drama training and professional skills development. You will need to be an organised, self-directed team-player with strong communication skills and love of working with a wide range of people. As such you will have an established network within the creative sector, and be comfortable building new relationships and projects.

The Academy Director is the Safeguarding Lead for Hijinx in partnership with the Head of Pawb and will monitor safeguarding practice and arrange training in a timely way where required.

The postholder will work in partnership with the Head of Pawb to drive recruitment for Academies by developing and maintaining relationships with Social Services and learning disability networks and projects around Wales. They will also identify fundraising opportunities related to the Academies, in close partnership with the Development Officer, making applications for projects and completing required monitoring and reporting.



Job title:	Academy Director
Line Manager:	Chief Executive
Responsible for:	Regional and Online Coordinators/Freelance staff
Length of contract:	1-year fixed-term (maternity cover)
Based at:	As the Hijinx office in Wales Millennium Centre is currently closed, this role may have to work from home initially. Once the office opens, we anticipate a combination of working from home and the office, with travel to meetings.
Salary:	£27,500
Hours:	Full-time with some evening and weekend work for which time off in lieu is given
Holiday entitlement:	25 days annual leave (pro rata for part-time and fixed term contracts) plus statutory bank holidays
Notice period:	One months' notice after successful completion of the probationary period
Safeguarding:	Offer of employment is subject to an Enhanced DBS check
Right to work:	The successful applicant will be required to provide documentation of their right to live and work in the UK
Covid-19	At Hijinx we strongly encourage all staff, actors and participants to get their Covid-19 vaccines when offered. We have strict health and safety measures in place to protect everyone working with Hijinx, including detailed Covid-19 protocols.
References:	All offers of employment are subject to the receipt of two satisfactory references

Overview

The Academy Director is responsible for the management of the pan-Wales Academies, ensuring they deliver high-quality experiences for all our participants, supporting actors with learning disabilities and/or autism to achieve professional employment within Hijinx projects and the wider creative industries.

Main responsibilities

Academies

- Develop, manage, and administer the pan-Wales Hijinx Academies.
- Design and implement the programme for the Academies, identifying opportunities to build the skills, experience and professionalism of Hijinx Actors.
- Regularly attend Hijinx Academy sessions to monitor progress and quality of provision.
- Oversee annual reviews for Hijinx Actors.
- Developing a strong professional network of freelance creative professionals across Wales, to expand our pool of Tutors and Assistant Facilitators for Academy activity.

- Oversee monitoring and reporting for Academy students, tracking progress, supporting individuals and ensuring the programme responds to the needs of participants.
- Drive recruitment for Academies by developing and maintaining relationships with Social Services and learning disability networks and projects around Wales (with Head of Participation, and Regional and Online Coordinators) to ensure good communication and to maximise opportunities for individuals to access Academy training.
- Co-ordinate any project requests from other Houses happening in Academy time.
- Project manage external/extracurricular activities that directly relate to the Academy Actors training and progression, including but not limited to:
 - Residencies (with Artistic Director)
 - Street Theatre (with Artistic Director and Assistant Producer)
 - Castings (with Head of Business Development: Casting)
 - All non-paid live performance or film projects

Safeguarding

- Collaborate with Head of Participation as Safeguard Leads for the organisation with responsibility to act accordingly and manage safeguarding concerns in line with the company's Safeguarding Policy
- Monitor training requirements across the company and ensure that all training is up to date and recorded accurately
- Work with Heads of Houses/Departments to ensure they implement best practice

Team Leadership

- Develop, monitor and adapt business plans for the Hijinx Academies, in line with pan-organisation objectives, aims and strategies.
- Create, and manage annual Academy budgets, including quarterly forecasting.
- Identify fundraising opportunities related to the Academies, making applications for projects and completing required monitoring and reporting.
- Contribute to pan-organisational funding applications and reporting.
- Drive the progress of Academy work against targets and report back to the CEO & Board.
- Represent Hijinx to external stakeholders
- Line manage Regional and Online Coordinators (with Head of Participation)
- Responsible for effective resourcing of the Academies to include recruitment, selection and contracting of freelance staff.

Hijinx has a collaborative approach to work whereby staff help and support each other in any way needed to ensure the smooth running of the company and delivery of the work.

PERSON SPECIFICATION		
	Essential	Desirable
Skills & Abilities		
Knowledge and understanding of professional performance training and industry requirements		x
Knowledge and understanding of performance and the performance industry	x	
Thorough knowledge of safeguarding best practice and processes		x
Knowledge of the Wales arts scene		x
Knowledge of the inclusive & disability arts sector in Wales (or beyond)		x
Effective and influential communicator	x	
Ability to build strong and productive external relationships with a wide range of people	x	
Ability to build strong internal relationships that support the Academy programme	x	
Computer literate, able to learn and work with a range of office software packages	x	
Organised, efficient, flexible, and adaptable self-starter with excellent attention to detail	x	
Welsh Speaker		x
Multi-lingual skills, in addition to English or Welsh proficiency		x
Ability to manage workload and time, effectively prioritise, and meet tight deadlines	x	
Ability to work creatively and collaboratively to address challenges	x	
Experience		
Experience of developing and curating performance training programmes		x
Experience of scheduling and coordinating multiple events concurrently	x	
Demonstrable experience and knowledge of project management in a busy creative environment	x	
Experience of working with learning disabled and/or autistic people		x
Experience of overseeing safeguarding		x
Experience of developing and communicating project plans, on budget and in line with organisational objectives, aims and strategies	x	
Demonstrable experiences of building relationships with creative professionals	x	
Experience of building relationships with Social Services and learning disability networks		x
Experience of effectively managing a small and busy team	x	
Experience of managing budgets and forecasting	x	

Experience of identifying fundraising opportunities and completing applications	x	
Experience of creating engaging programmes in a theatre environment	x	
Attitude		
Highly motivated with a passion for the arts	x	
Enjoys a busy working environment, able to hit the ground running and work on multiple projects concurrently	x	
Committed to inclusion and accessibility	x	
Passionate learner who is always striving to seek new ideas / approaches	x	
Handles difficult situations calmly and contributes to finding a way forward	x	
Shows sensitivity and respect to others	x	
Excellent team player, with a flexible approach to working practices	x	
Listening, observing and responding to the needs of participants, adapting and supporting individuals to ensuring programmes meets the needs of participants.	x	

TO APPLY:

If you think you are a good fit for the role and would like to apply, please send us:

1. A **current CV** telling us about your work experience to date – ensuring you highlight relevant experience, skills and qualifications. Please send this as a **Word** document.
2. A **covering letter** of no more than two sides – telling us why you are the right candidate and how you would approach the responsibilities of the role. Please send as **Word** document.
3. A completed **Diversity Monitoring Form** – to be completed online [here](#) – please confirm in your covering letter that you have completed this form.

Applications should be sent to hr@hijinx.org.uk by the closing date.

Applications will close at **12th December 2021 at midnight** with shortlisting taking place week commencing **13th December**. Interviews will be scheduled for the week commencing **10th January 2022**. If you have any accessibility requirements, require any other reasonable adjustments, or require the role information in a different format, please contact us on info@hijinx.org.uk