Housemates, Mark Douet

Job Pack

Artist Development Coordinator – South

Starting salary: £28,000 per annum
(pro rata: £22,400 actual)
Hours: Four days per week (Monday - Thursday)
Contract: Permanent
Application deadline: 23/11/2026 midnight

Hijinx

WELCOME

Thank you so much for your interest in Hijinx and in our Artist Development Coordinator – South Wales role. We're really glad you're here.

At Hijinx, artist development is central to our mission. We're committed to championing learning disabled and autistic artists, supporting them to develop their creative practice, skills, confidence and ambitions, and creating opportunities to work professionally both at Hijinx and across the wider creative industries. We believe in creating the conditions for people to grow, build meaningful connections, take creative risks and shape their own creative futures. We also believe deeply in the value of the arts in building confidence, connection and life skills, and in creating spaces where people can explore their creativity and discover what's possible for them.

Over the years, we've built a strong sense of community and a culture that is warm, supportive, ambitious and, importantly, joyful. We believe people do their best work when they feel valued, trusted and able to bring their whole selves to what they do. We hope you'll feel that spirit throughout this process.

If you'd like to chat anything through before applying, or if there's anything we can do to support you or make the recruitment process more accessible, please get in touch at jobs@hijinx.org.uk.

Thanks again for taking the time to consider joining Hijinx. We're really looking forward to learning more about you and how you could contribute to the Artist Development Team, helping to create welcoming, inclusive and creative opportunities for our artists and participants in South Wales.

Amy Griggs, Artist Development Director

Coblyn, Kirsten McTernan

ABOUT Hijinx

OUR VISION

A world in which learning disabled and/or autistic people are empowered, valued and have fair access to opportunities as artists and in every aspect of life.

OUR MISSION

We are Wales' leading inclusive theatre company. We champion learning disabled and/or autistic artists through:

- Creating unmissable theatre driven by our artists that tours to audiences across Wales, the UK and internationally.
- Developing and supporting artists to work professionally both at Hijinx and beyond.
- Creative engagement, building community, confidence and life skills.

Using joy as a form of resistance, we create work that is provocative, impactful and outstandingly entertaining.

Lost and Found, Jonathan Dunn

WHAT WE DO

Hijinx 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.

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

Through Hijinx Actors we promote our actors to the wider arts and creative industries, as well and offering employment directly in our award-winning communications training. We also offer creative engagement opportunities in North and South Wales.

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.

We create CHANGE by living and breathing our Aims:

1. Increase representation of learning disabilities and/or autism on stage and screen.

"Hijinx has changed my life. It's awesome to be with Hijinx, you feel free and that you're doing more with your life. You get opportunities that you don't expect to happen." **– Victoria Walters, Hijinx Actor**

2. Build confidence, happiness and independence.

3. Increase access to performance arts for audiences and communities in Wales.

4. Provide, champion and facilitate professional employment for learning disabled and/or autistic creative professionals.

5. Transform the sector to work more inclusively.

ROLE DESCRIPTION

ARTIST DEVELOPMENT COORDINATOR – SOUTH

At Hijinx, Artist Development is central to our mission. We're committed to championing learning disabled and/or autistic artists, supporting them to develop their creative practice, skills, confidence and ambitions, and creating opportunities to work professionally both at Hijinx and across the wider creative industries. We believe in creating the conditions for people to grow, build meaningful connections, take creative risks and shape their own creative futures. We also believe deeply in the value of the arts in building confidence, connection and life skills, and in creating spaces where people can explore their creativity and discover what's possible for them.

We are currently recruiting for an Artist Development Coordinator for our South Wales hub to support the Artist Development programme on a permanent basis. This is a great opportunity to join this busy and exciting theatre company and make a positive impact.

Working closely with the Artist Development Officer and Artist Development Director, the Coordinator will provide organisational and practical support for Hijinx's Academies and Drama Foundation activities in South Wales. The role involves building positive relationships with artists, participants, their families and support networks, freelancers, volunteers, venues and other stakeholders. Through these relationships the Coordinator will help to create high quality, inclusive experiences where everyone feels welcomed, supported and able to thrive. We are looking for an organised, self-motivated team player with strong communication skills, initiative and a genuine passion for theatre, the arts and inclusive practice.

Crabulous! Kirsten McTernan

ROLE DESCRIPTION CONT.

ARTIST DEVELOPMENT COORDINATOR – SOUTH

The successful candidate will work collaboratively with colleagues, contribute to the development of creative opportunities for Hijinx artists and participants, and support the effective delivery of the Academy and Drama Foundation programmes.

People come first. The successful individual will actively participate in our sessions, as well as support recruitment for our activities and be a welcoming first point of contact for enquiries, helping to ensure that our artist, participants and wider community feel supported and valued.

As a key representative of Hijinx in South Wales they will build excellent relationships with community and regional partners, helping us to maintain our high standards for delivery.

The Coordinator will have opportunities to develop their skills and experience through working alongside our talented freelance tutors, visiting artists and Hijinx colleagues, alongside relevant training and professional development.

HUMBUG! (Hijinx Odyssey 2023), Kirsten McTernan

Meet Fred, Kirsten McTernan

KEY RESPONSIBILITIES

Activities

- Be present and actively participate in sessions and support the smooth running of activities, working in collaboration with freelance tutors, facilitators, volunteers, and Hijinx staff.
- Act as the first point of contact for Hijinx activities in Cardiff for artists, participants, families/support networks, freelancers, volunteers, venues, other stakeholders such as social care teams.
- Maintain excellent working relationships with current and potential participants, parents/carers, the freelancer team and volunteers, social enterprise partners, local authorities, and venues.
- Ensure regular contact with all Artist Development activities and participants in South Wales.
- Collaborating with the AD Officer to create rotas to ensure that there are adequate staff members present for each session and that Hijinx HQ are aware of any changes in the rota
- To liaise with the venue on the booking and room requirements.
- Support learning disabled and/or autistic participants, facilitators and the venues of our activity, in developing inclusive practice, ensuring accessibility.
- Undertake the day-to-day administration of Hijinx activities in South Wales – including maintaining accurate records, registers, incident reports and accident reports in a timely manner.

Christmas No.1 (Hijinx Odyssey 2025), Kirsten McTernan

KEY RESPONSIBILITIES CONT.

Recruitment, Tasters and Onboarding

- Liaising with social services/support networks to promote opportunities available through Hijinx.
- Arrange tasters for potential artists and participants and report on suitability to the AD Officer
- Coordinate the onboarding process for new artists and participants – sharing information and overseeing transition into activities.

Safeguarding, Welfare and Wellbeing

- To be responsible for student safeguarding, welfare and wellbeing and report any absences, significant issues or concerns to the appropriate member of staff.
- Remain up to date with and ensure the implementation of best practice and compliance with Hijinx policies and procedures, particularly those concerning participant and freelancers' safety, well-being, and safeguarding.
- Ensure all Enhanced DBS checks are up to date for those working in South Wales.
- Complete Safeguarding, First Aid, Seizure, EpiPen and other relevant training as needed.

Other

- Represent Hijinx to external stakeholders and positively promote the organisation at all levels.
- Participate in any internal or external training and development provided by the charity.

PERSON SPECIFICATION

Skills and Abilities	Esssential	Desirable
Willingness to take part in all workshop activities and performances, as required	X	
Ability to develop and maintain positive internal and external relationships at all levels	X	
Effective and engaging communicator	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	
Able to handle personal data and information in a professional manner and in accordance with data protection legislation	X	
Ability to use own initiative with minimal supervision and deal with routine queries as they arise escalating to others as necessary	X	
Welsh Speaker		X
Ability to work creatively and collaboratively to solve problems and address challenges	X	

PERSON SPECIFICATION CONT.

Experience	Esssential	Desirable
Experience of providing administration support in a similar role	X	
Experience of interacting with learning disabled and/or autistic people in either a personal or professional setting		X
Experience of safeguarding in any setting		X
Experience in data entry and accurate record keeping		X
Experience of working in a welfare role, supporting the well-being of others	X	
Attitude	**Esssential**	**Desirable**
Highly motivated with a passion for the performing arts	X	
Confidence in participating in practical workshops and performing in shows, sharings and other public presentations	X	
Enjoys a busy working environment, able to hit the ground running and work on multiple projects concurrently	X	

PERSON SPECIFICATION CONT.

Attitude		
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	

TERMS

Job title: Artist Development Coordinator – South

Line Manager: Artist Development Officer

Contract: Permanent

Hours: Four days per week (Monday-Thursday, 3 days practical delivery and activity-based work, 1 day dedicated to administration) with some evening and weekend work for which time off in lieu is given.

Based at: This role will primarily be based on location with Hijinx activities in Chapter Arts Centre, Cardiff – most administration time will also be spent working from our new office space in Chapter with the possibility of working from home or the Hijinx Office in Cardiff Bay.

Salary/Benefits: Grade D, starting salary £28,000 per annum (pro rata: (£22,400 actual)

Hijinx offers a workplace pension scheme via Nest, Bike to Work scheme and Employee Assistance Programme.

Additionally, we offer support with developing Welsh language skills. Hijinx is committed to supporting ongoing professional development and will work closely with the postholder to ensure their training needs are met.

Holiday: 30 days annual leave (pro rata for part-time and fixed term contracts) plus statutory bank holidays

Doctor Dolittle's Wild Adventure (Hijinx Odyssey 2022), Kirsten McTernan

GENERAL NOTES

- At Hijinx, we are committed to creating work that makes a difference.
- Our plans are ambitious, created for, by and with the communities we work with.
- We are passionate about what we do and have a strong sense of community. As a team we care deeply about the wider Hijinx family, and have a warm, inclusive, and supportive culture that allows people to live their best, most authentic lives. We are dedicated to addressing inequity in the Welsh arts scene and centring actors with learning disabilities and/or autism across all areas of our work.
- As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.

Safeguarding - Offer of employment is subject to an Enhanced DBS check.

The successful applicant will be required to provide documentation of their right to live and work in the UK.

disability confident LEADER

Cynllun Ardystio Cymhwysedd Diwylliannol
Cultural Competence Certification Scheme
Gwobr Arian
Teilyngdod
Silver Award
Merit
2024 – 2026

PiPA
Parents & Carers in Performing Arts

ACCESSIBILITY AND INCLUSION

Hijinx recognises, respects and values individual difference. We are committed to the wellbeing of our staff, to being an **Equal Opportunities** and **Disability Confident** employer, and to attracting diverse talent from communities currently underrepresented in the cultural sector.

As part of our commitment to increase the diversity of our workforce at Hijinx, we provide a **Guaranteed Interview Scheme** to applicants who are underrepresented on our team. You can be considered under our Guaranteed Interview Scheme if you experience racism, are Deaf, disabled, a person with a learning disability, neurodivergent, have a long-term physical or mental health condition, are LGBTQ+ or identify as working class. Provided you meet the essential criteria for the role, which is stated in the person specification, you will be invited for interview. Your guaranteed interview request will only be shared with Hijinx's HR team and the recruiting manager.

If you would like to be considered under the scheme, please indicate this clearly in your application.

Important: in certain recruitment situations such as high-peak times, we may need to limit the overall numbers of interviews offered. This will include the number of interviews offered via the Guaranteed Interview Scheme. In this situation, Hijinx will still ensure that a fair and proportionate number of applicants from underrepresented communities (that meet the minimum criteria for this position) will be offered an interview.

The Audience, Unity Festival (2026), Kirsten McTernan

HOW 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** – highlighting any relevant experience, skills and qualifications.
2. **A covering letter of no more than 4 pages** – telling us why you're interested in the role and how your experience matches the person specification.
3. **A completed Diversity Monitoring Form** – to be completed online **here**. Please confirm in the covering letter that you have completed this form.

We know applying for jobs can sometimes feel overwhelming – especially if standard processes don't always work for you. If writing isn't your preferred way of communicating, you can send us a video or audio file (up to 5 minutes) instead of a written cover letter.

Applications should be sent to jobs@hijinx.org.uk by **midnight, 23 November 2026.**

RECRUITMENT TIMELINE

23 Nov: Applications close at midnight
w/c 23 Nov: Applications are screened and anonymised
w/c 30 Nov: Shortlisting
04 Dec: All applicants will have received a decision and invites to interview sent
11th Dec: Interviews
15th Dec: Decision and offer made

We know everyone's circumstances are different, so we're happy to work with the successful candidate to agree a start date that feels right, taking into account existing commitments and availability.

Housemates, Mark Douet