

Housemates, Mark Douet

Job Pack

Artist Development Director

[Maternity Cover]

Starting salary: £37,000 per annum pro rata
(actual salary for 9-month contract: £16,650)
Hours: Part time, 22.5 hours per week
Contract: 9 months to cover maternity leave
Application deadline: 09/11/2026 midnight

Hijinx

WELCOME

Thank you so much for your interest in Hijinx and in our Artist Development Director 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/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.

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, your experience and the ideas, skills and energy you could bring to supporting our artist development work during this period of maternity cover.



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 DIRECTOR

The Artist Development Director leads on the development and delivery of the company's artist development programme, in close partnership with the Artistic Director, ensuring they deliver high-quality training experiences for Hijinx artists in preparation for the development of Hijinx projects and employment both within Hijinx and the wider creative industries.

The Artist Development Director is the strategic and operational lead for all our training for learning disabled and/or autistic artists, and is responsible for the development and continuous improvement of that offer.

The role requires close collaboration across the organisation to identify opportunities for our artists in training, and helping to ensure a smooth transition into professional opportunities both internally and externally.

As a member of the senior leadership team, the role holds shared responsibility for organisational strategy, financial resilience, governance, culture and ways of working.

This is a temporary contract to cover the permanent postholders maternity leave. For the duration of this maternity cover, the role will be undertaken on a 3-day-a-week basis. The postholder will provide continuity and effective operational oversight of the Artist Development programme, maintaining high-quality provision and supporting artists, participants, staff and key relationships. The focus during this period will be on effective delivery and management of existing programmes and priorities, rather than significant strategic development or change.



Crabulous! Kirsten McTernan



Meet Fred, Kirsten McTernan

KEY RESPONSIBILITIES

Artists in Training

- Manage and administer the Hijinx pan-Wales training for artists (via Hijinx's Academies and Drama Foundations), including management of the Artist Development Officer, Artist Development Coordinators and Agency Manager.
- Implement the programme for Academies and Drama Foundations, identifying opportunities to build the skills, experience and professionalism of Hijinx Actors and participants.
- Ensure a highly skilled pool of freelance tutors is fostered and maintained that can offer a varied and challenging programme for our artists in training.
- Ensure a confident and dedicated pool of Assistant Facilitators is fostered and maintained, providing consistently high-quality support and care for our artists in training.
- Work in partnership with key stakeholders internally and externally to identify areas for development, building strong and productive relationships.
- Through the Artist Development Coordinators, ensure effective monitoring of artists and participants in training, tracking progress, supporting individuals and ensuring the programme responds to the needs of individuals and the organisation.
- Through the Artist Development Officer and Coordinators, ensure that monthly reporting is prepared and uploaded to Salesforce in a timely manner.
- Work with the Artist Development Officer and Coordinators to ensure regular evaluation takes place and to identify how we can improve our monitoring and reporting.



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

KEY RESPONSIBILITIES CONT.

- Drive sustainable recruitment for Academies and Drama Foundations by developing and maintaining relationships with Social Services, learning disability networks and projects around Wales to ensure clear communication and to maximise opportunities for individuals to access our provisions
- Work closely with the Producer to identify opportunities for progression routes between Hijinx participatory projects and our artist development programme.
- Maintain momentum in artist development providing continuity, guidance and support to ensure our artists and participants continue to thrive and reach their full potential.
- Ensure robust processes exist, in collaboration with the Access Lead and other departments, to enable artists in training to access development opportunities with sufficient lead time for their wellbeing and access needs to be met.
- Providing guidance to other teams on working with the artists in training, keeping the team updated as appropriate on any changes to circumstances which need to be taken into consideration in the employment of the artists.
- Coordinate internal development opportunities for artists in training happening during Academy time and collaborate with Hijinx's creative programme to identify and facilitate enrichment opportunities for our artists in training. This may include:
  - Artistic residencies led by external companies
  - Participatory opportunities leading to performance experience
  - Collaboration on Street Theatre productions
  - Collaboration on selection of Hijinx Ensemble members



Astronauts, Unity Festival (2022)
Kirsten McTernan

KEY RESPONSIBILITIES CONT.

- Advocate for the artists in training, ensuring opportunities are appropriate and are provided equally and fairly to all according to skills and ability (with necessary additional support)
- Manage and work closely with the Agency Manager when providing opportunities for artists in training to gain employment both internally and externally.
- To work closely with the Training Manager in providing opportunities for employment on the organisations external training projects.

Safeguarding

- As Safeguarding Officer for the organisation, work with the Safeguarding leads (Co-CEOs) to provide a robust Safeguarding provision in accordance with the company's Safeguarding Policy.
- Work closely with the Co-CEOs and Safeguarding Trustee as part of the Safeguarding committee to ensure best practice, communicating expectations to other Managers and staff, and acting as champion for Safeguarding across the organisation.
- Escalate any safeguarding/welfare concerns to the Safeguarding Leads and/or Safeguarding Trustee as needed.

Financial Management & Fundraising

- Work closely with the Co-CEOs alongside the Finance and Operations Director, to create, and manage the annual Artists Development budget, including quarterly forecasting.



Amdani! Conwy Induction with Hijinx, Venue Cymru. Paul Davies - Cambrian Photography

KEY RESPONSIBILITIES CONT.

- Ensure that the Artist Development programme is sustainable.
- Participate in fundraising efforts, leveraging their vision to attract donors, grants, and sponsorships.
- Adhere to the finance protocols for the company and ensure any reporting requirements are met.

Line Management and Team Leadership

- Provide effective and supportive performance management of the Artist Development team.
- Manage, maintain and develop our team of freelancers connected to artists development.
- Input constructively in the recruitment and induction of new team members.
- Lead and motivate the Artist Development team, ensuring regular check-ins and opportunities to share ideas and information.
- Identify development needs for the team.
- Manage any employee relations with the support of the Co-CEOs and external HR support if necessary.

Strategy and Organisational Leadership

- Contribute to the Senior Management Team as a collaborative, solution-focused member, shaping organisational priorities, strategy and cross-departmental alignment.



Grumpy Unicorns, Jorge Lizalde

KEY RESPONSIBILITIES CONT.

- Take shared responsibility for shaping the future direction, structure and priorities of the organisation.
- Contribute to Hijinx's organisational strategy, business plan and multi-year creative planning.

Internal Communication and Systems

- Oversee the development and continual improvement of internal communication, systems and processes to promote effective collaboration and information flow.
- Work with colleagues to streamline workflows, reduce duplication and improve organisational efficiency.

Leadership in Representation and Advocacy

- Act as a senior ambassador for Hijinx, representing the organisation to funders, external partners and other stakeholders both nationally and internationally.
- Develop positive relationships with participants, actors, their families, and carers.
- Develop and maintain relationships with social services, Social Enterprise partners, venues and other stakeholders.
- Be a visible presence within the Disability Arts sector, promoting Hijinx's reputation and its work.



Housemates, Mark Douet

KEY RESPONSIBILITIES CONT.

Access

- Shared responsibility for access across the organisation, ensuring our working practices and processes are as accessible as possible.
- Work alongside Co-CEOs and the Access Lead to identify improvements for your area and act on recommendations.
- Ensure Hijinx actors and participants have the best possible experience working on internal or external projects and that their access requirements are met.

Welsh Language, EDI and Sustainability

- Champion and promote the equitable use of the Welsh language in accordance with our policy and action plan.
- Work with colleagues across the organisations to deliver against our strategic equalities plan and ensure our work is accessible and inclusive.
- In line with our Sustainability Policy and Action Plan, and where access is not compromised, ensure work adheres to sustainability principles and the Theatre Green Book.

Governance

- Lead the preparation of board papers and reporting relating to the Artist Development Programme.
- Support board development through clear communication, insight and sector knowledge.
- Regular attendance at board meetings.



Pirates of the Odyssey Inn (Hijinx Odyssey 2024), Kirsten McTernan

KEY RESPONSIBILITIES CONT.

General

- Participate in training as required.
- In collaboration with other staff, to be responsible for the implementation, monitoring and development of Hijinx's Health & Safety, Equalities, Safeguarding, Environmental and other relevant policies.
- Travelling locally, nationally, and internationally as required.
- To undertake any other reasonable duties as requested.
- Ensure, in liaison with the Health & Safety Officer, that all risk assessments and procedures are up to date for all artist development activities.
- Together with our Data Protection Officer, ensure that all Academy systems and processes are carried out in accordance with our Data Protection Policy.

PERSON SPECIFICATION

Skills and Abilities	Esssential	Desirable
Excellent attention to detail	X	
Ability to work collaboratively across different teams, partners and community groups, proactively managing stakeholder relationships	X	
Maintain quality standards of delivery across our Academies programme	X	
Strong organisational skills and the ability to manage multiple projects	X	
Entrepreneurial with the ability to innovate and seek out, or respond to opportunities that will raise the profile of Hijinx Academies	X	
Strong negotiation, budgeting and financial reporting skills	X	
Ability to remain calm, positive and professional when working under pressure	X	
Resilient and able to adapt and respond to changing circumstances, working through challenges methodically and practically	X	
Ability to speak Welsh		X
A keen interest in the arts and community engagement	X	

PERSON SPECIFICATION CONT.

Experience	Esssential	Desirable
A minimum of 3 years' experience in a similar role that supports professional development	X	
Experience of managing budgets	X	
Experience of designing and delivering professional training programmes in arts and culture	X	
Proven experience in initiating and developing effective and successful partnerships and collaborations	X	
Confident in working with both disabled and non-disabled actors	X	
Experience in safeguarding vulnerable adults	X	
Experience of implementing evaluation frameworks into projects and collecting and analysing data to influence future projects and legacy		X
Line Management experience	X	

PERSON SPECIFICATION CONT.

Knowledge	Esssential	Desirable
Knowledge of best practice and policy development for access, inclusion, diversity and safeguarding	X	
Knowledge of the challenges and barriers faced by learning disabled and autistic people in the arts	X	
Awareness of UK law in relation to learning disability and autism		X
Awareness of current trends and developments in the Disability Arts Sector		X
Attitude		
A commitment to artistic excellence with the ability and desire to work collaboratively and inclusively	X	
A commitment to identifying and offering creative opportunities to develop talent	X	
Genuinely committed to work with learning disabled and/or autistic actors	X	
A track record of being respectful and generous of spirit with other artists and team members	X	
Alignment with Hijinx Theatre's core culture and values	X	

TERMS

Job title: Artist Development Director

Line Manager: Artistic Director

Responsible for: Artist Development Officer, Artist Development Coordinators, Agency Manager

Contract: 9-month contract

Hours: Part time, 22.5 hours per week to be delivered flexibly as needed to fulfil the requirements of the role. Time off in lieu is given.

Based at: Hijinx Office, Wales Millenium Centre, Cardiff Bay – hybrid working available

Salary/Benefits: £37,000 per annum pro rata (actual salary for 9-month contract £16,650)

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 per annum pro rata



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

itc 2026-2027 Fair Work Approved

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

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, 9th November 2026.**

RECRUITMENT TIMELINE

09 Nov: Applications close at midnight
w/c 09 Nov: Applications are screened and anonymised, and shortlisting takes place
13 Nov: All applicants will have received a decision
20 Nov: Interviews
23 Nov: 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.



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