

Job Description

Job Title:	Chaperone	Department:	Production
Responsible To:	Producer, Stage Manager	Salary:	£12 per hour
Location:	Pitlochry Festival Theatre	Position Type:	Casual
Working Hours:	Between 8 and 20 hours per week between the dates 14 October to 22 December 2024		
Key Relationships	The post reports to the Producer and Stage Management team. They will work closely with the young performers in the production of <i>The Sound of Music</i> festive show 2024.		
Context	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors.</p> <p>We are Scotland’s leading producer of musical theatre, a champion of ensemble practice and the country’s only rurally located, major arts organisation.</p> <p>Our home is a glorious eleven-acre campus that includes the Explorers Garden.</p> <p>More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>Pitlochry Festival Theatre’s campus now comprises a 538 seat Main Auditorium, a 172 seat Studio theatre as well as our Amphitheatre and Bandstand located in the Theatre grounds.</p> <p>Pitlochry Festival Theatre is looking for Chaperones in a hugely exciting opportunity to work on our production of <i>The Sound of Music</i>.</p>		
Purpose and Key Accountabilities	<p>As a Chaperone you will ensure the safety and wellbeing of the children (young performers) in your care, making sure they are properly supervised, have adequate meal breaks and sufficient rest. You are a role model and, as such, should always behave in a positive and appropriate manner.</p> <p>Your main duties will include:</p> <ul style="list-style-type: none"> • Care and control of the young performers and be responsible for safeguarding, supporting and promoting their wellbeing. • Being responsible for escorting and supervising the young performers during rehearsal and performance looking after the general wellbeing and safety of the young performers. • Ensuring daily records are completed in accordance with legislation. • Act as a key trusted contact for the young performers who may come to you with questions and/or concerns. 		



	<ul style="list-style-type: none"> • Ensuring that the young performers are understanding and considerate of the working theatre environment and that their behaviour and conduct is appropriate. • Assisting the Wardrobe department with costume changes. • Supervising the young performers in their dressing room.
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Key Tasks:

What you'll be doing	<p>A Chaperone to a team of six young performers who are playing the roles of the von Trapp children in the Pitlochry Festival Theatre production of the musical <i>The Sound of Music</i>, which is in rehearsal from 14 October to 14 November and being performed from 15 November to 22 December 2024 inclusive.</p> <p>There will be two teams of six young performers, twelve in total. There will be a Blue Team and a Red Team.</p>
To be successful in this role you should be able to demonstrate these points	<p>To be suitable for this position you should have:</p> <ul style="list-style-type: none"> • A PVG membership Certificate or be willing to apply for membership of the PVG scheme, which we can help you with • Experience of working with children aged 5 to 16 • A friendly, approachable and flexible approach to work • Available to work in the evenings and at weekends <p>Desirable:</p> <ul style="list-style-type: none"> • Paediatric first aid trained • Experience of working as a chaperone. (No previous experience is required as full training will be provided.)
Responsibilities	<ul style="list-style-type: none"> • To keep records in respect of the children / young performers including: <ul style="list-style-type: none"> ○ times child is at the place of the rehearsal / performance ○ time child performs and rehearses ○ time child has breaks and meals ○ time child is waiting between performances (re-scheduling) • To sign young performers in and out of the place of rehearsal / performance • Children must always be in the care of the chaperone until collected by the parent or named person, even if they are late. • The chaperone must safeguard the children's welfare, and not do anything that could jeopardise the children's welfare or cause them any harm. For example, protection from stress, strain, and bad weather. The children must be guarded against exposure to harm, including abuse or discrimination. • The arrangements for the journey from and the return to home must be satisfactory for the children's safety.



Pitlochry Festival Theatre | +44 (0)1796 484626
Registered Office: Port-Na-Craig, Pitlochry **PH16 5DR**
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	<ul style="list-style-type: none"> The chaperone must be satisfied with the arrangements for the dressing rooms, toilets, and any other facilities that the children use. Children over the age of 5 must have separate sex changing facilities.
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Compliance	Ensure compliance with data protection.
Environmental	To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.
Health and Safety	<p>To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.</p> <p>Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.</p>
Other	<p>To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.</p> <p>To always act in the best interests of the Theatre and in line with all company policies.</p> <p>Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation.</p>

Person Specification

Our purpose and our values

We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.
- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.



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This post will suit enthusiastic people, who enjoy working with children and young people. Pitlochry Festival Theatre is committed to ensuring the safety and well-being of all young people who engage with the Theatre. In respect of this, we will share with you the organisation’s suite of policies and procedures which we would ask you to read and abide by.

You will play a significant role in creating a positive culture.

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications & Education requirements	PVG Membership Certificate or be willing to apply for membership of the PVG scheme, which we can help you with	Paediatric First Aid qualification	Application Form
Skills and Abilities	Enjoyment of working with children. Demonstrable people skills, able to motivate and enthuse children and young people and colleagues, combined with an ability to listen, and understand how to take matters forward.		Application Form/Interview
	Excellent communication skills – good listener and communicator.		Interview
	Excellent time management skills.		Application Form
	Able to maintain a rapport with young people whilst maintaining discipline. The ability to keep children entertained whilst waiting around.		Interview
	Remains calm in a crisis. Confident to raise concerns and challenge inappropriate behaviour.		Interview



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Requirements	Essential	Desirable	Assessment Method
	Awareness of health and safety issues. Adhere and promote health and safety within the workplace and be able to report any safety issues immediately to the person responsible.		Application Form
Interpersonal skills & Personal qualities	Comprehensive and flexible communications skills.		Interview
	A flexible approach. Enjoys managing several things at once while keeping a clear overview.		Application Form/Interview
	Friendly and personable and enjoys working with a wide variety of people. Works well as part of a team always maintaining the welfare of the young performers as a core responsibility.		Application Form/Interview
	Energetic and committed with a clear focus on the job in hand.		Application Form/Interview
	Decision-maker who takes initiative. Problem solver. Discrete approach to dealing with situations, understanding confidentiality.		Application Form/Interview
	Patient and empathetic.		Application Form/Interview
		An interest in the performing arts/theatre would be an advantage.	



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