



**August 2010**

## **Hoxton Hall – An Introduction**

### **Hoxton Hall: Inspiring self expression and lifelong creativity in young Londoners**

Hoxton Hall is an atmospheric 145 year old grade II\* listed Music Hall Theatre with adjoining music rooms and recording space, rehearsal rooms, dance studio, meeting rooms and art workshops, café and adjoining creative industry workspace (Hoxton Workspaces). Hoxton Hall is committed to: providing quality arts experiences that nurture talent and encourage young people to grow into responsible and positive members of the community; aiding community cohesion and contributing to the vibrant cultural life of residents in Shoreditch, Hackney and East London.

### **Not Just a Venue**

Hoxton Hall is the only youth arts centre in Hackney and is based in the centre of the Hoxton / Shoreditch community. Hoxton Hall has several key projects:

**Get Creative programme** gives users age 7 – 25 access to arts and cultural activities, through weekly participation in drama, dance, music & singing, and visual arts, developing creative skills and self-expression. The programmes explore themes and topics that contribute, to young people's artistic and social education.

**Hipnotic and Urban Themed Holiday Projects**, since 1998 Hoxton Hall has been providing positive diversionary activities for young people. The recent projects have focused on an urban / street theme to engage 'hard to reach' and / or NEET (Not in Employment Education or Training) young people, as well as working as an outreach tool by successfully attracting new participants to Hoxton Hall. Hipnotic is the largest project on this theme and attracts over 65 young people aged 14-19.

### **Young People focused**

**Youth Arts Think Tank:** young people sit on this subcommittee of the board of directors to make sure we consider, consult and empower young people to help us make decisions about the service we provide and ensures that our work is relevant to young people.

**Peer Educators:** work placements and volunteer opportunities for 14-19 year olds as art form teaching assistants, this project is stand alone but links to Immediate Theatre and Hackney Theatre Partnerships Pathways Programme.

**Street Team:** PR team with a difference, young people who support Hoxton Hall and promote our work to other young people.

**Arts Award and other Accreditations:** are offered alongside most of our projects.

**New projects – Hoxton Hall has recently secured funding for 3 new projects which expand and develop the work we do. These are:**

- **Youth led and managed performing arts agency**
- **It Happened Here – inspiring young people to explore Hackney's history using drama**
- **Hipnotic on Tour – taking our successful Hip Hop project on tour to other young people across the borough.**

In line with this new work and focus we have recently developed a new vision for the next 5 years, this is.....

**A New Vision,**



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We are looking for a new team with new energy and inspiration to work together to deliver the following aims:

### **Hoxton Hall: Inspiring self expression and lifelong creativity in young Londoners**

- **Nurturing Talent and Creativity** - *To raise the aspirations of young people and increase their opportunities for success in life by nurturing their talent and developing their creativity*
- **Platform for Performance** - *Increase well being and enjoyment by understanding and appreciation of the performing arts in the local area*
- **An Anchor in the community**- *To improve local people's sense of place and community by engaging with Hoxton Hall and its history*
- **Beyond Caretaking**- *Improve and maintain Hoxton Hall's built environment*
- **Exploring the Entrepreneur**- *Increase enterprise in the local community and improve the economic environment of our local area*

### **Hoxton Select – Youth Programming Panel Co-ordinator**

Experienced project co-ordinator with the ability to engage with young people and exceptional understanding of programming performing arts required. Following a successful application to the Arts Council for England, this post has been created to develop a youth-driven programming function within a forward thinking arts venue. The post-holder is required to have an understanding of running a programming venue coupled with the ability to engage artistic companies, working across a range of art-forms, in an innovative process. The successful candidate will have a passion for the arts and a genuine interest and ability to facilitate young people in their decision making.

### **Specific Details**

Term:	8 month contract
Reporting to:	Programme and Leases Manager / Group Director
Hours:	2 / 3 days per week: 1 day during office hours 10 – 6 Monday to Friday 1 day – 12 noon to 8pm to deliver evening workshops 1 additional day per week during February, March, April and/ or May
Pay:	Pro rota equivalent to £21,000 per annum
Contract Type:	Freelance / PAYE options offered

### **Hoxton Select Co-ordinator key areas of responsibility**

- **Support, recruit and facilitate young people** to develop a youth programming panel, ensuring non-tokenistic involvement of young people in every level of decision making.
- **Design and deliver the young people elements of the project** in line with Arts Award accreditation syllabus enabling Young People to gain confidence in artistic decision making:
  1. Critical Eye (performing arts visits, trips and workshops)
  2. Debate and Discuss (facilitating young people's creative discussion)
  3. Pitch and Scratch (engaging young people dialogue with performing arts companies resulting in selection of artists to form the programme)
  4. Cultural ambassadors / ticket sellers young people - set up and facilitate an enterprise workshop programme to support young people promoting the programme and selling tickets in the community



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5. Explore and Manage young people productions in line with programme themes, if relevant and required.
- **Engage and manage performing arts companies and artists**, through the project at each stage
  - **Ensure high artistic quality and a cross genre approach** throughout the project in line with Hoxton Hall's Artistic Policy.
  - **Set up, manage and complete all relevant administration systems**, including phone and email enquiries, correspondence, monitoring and evaluation, diary and budget management ensuring value for money, issuing approved contracts, mail outs and reporting systems internally and externally.
  - **Marketing and communication**, write all press releases, oversee all outgoing PR material and liaise with artistic companies and Hoxton Hall Marketing and Fundraising Manager. Review ticket sales of previous productions as part of young people's selection process. Implement marketing strategies ensuring ticket sales targets are met. Raise the profile of the young people programming model with all relevant stake holders.
  - **Commercial viability and artistic enterprise** work with young panel and Hoxton Hall to assess and realise the commercial viability of artistic product, season and ticket pricing.

#### **Shared Responsibilities**

- Regularly reporting on the activities of the panel progress and artistic selection to the Programme and Leases Manager and senior management team support the panel in
- Working with the team at Hoxton Hall to make sure the projects are well attended and young people consulted and engaged with our work. Developing and supporting the preparation, production and distribution of marketing material, in line with the marketing strategy.
- Working with the team at Hoxton Hall to care for and safe guard our building by making sure the building, rooms and equipment are in the right place and fit for purpose, making sure the building is safe for the public and secure at all times making sure opening and lock up procedure is enforced.
- Taking an active role in ensuring Hoxton Hall's equal opportunities policy, child protection and health and safety policies are understood and observed by all staff and users of the building.

#### **General Responsibilities:**

- Carrying out own time planning and administration, including managing relevant aspects of budget, as agreed with the Group Director and Finance Manager.
- Attending regular meetings including staff members and 1-2-1's with the group directors and external networks and partnership meetings
- Undertaking any additional activities as may be required from time to time to contribute to the work of Hoxton Hall.

**Hoxton Select - Youth Panel Co-ordinator  
Job Description and Person Specification**



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Application process: Please use the application form provided paying attention to personal statement and person specification below. CV's will not be accepted.

Please email applications to [sophie@hoxtonhall.co.uk](mailto:sophie@hoxtonhall.co.uk)  
Applications to be saved with the file name as: your name YP programming panel  
by 5pm Wednesday 16 September  
Interviews will be held 20 / 21 September  
Start date mid/ end October 2010

**Person Specification**

Attributes	Essential Criteria	Desirable Criteria	Identified
<b>Personal Qualities</b>	Hands on and personable approach		<b>Interview</b>
	Responsible & problem solving nature		<b>Interview</b>
	Commitment and enthusiasm		<b>Interview</b>
	Willingness to learn - able to objectively evaluate own work and learn from past mistakes		<b>Interview</b>
	Knowledge interest and relationship with a variety of high quality performing arts companies		<b>Application Interview</b>
	Contacts in a London programming network	Contacts in programming networks nationally	<b>Interview</b>
<b>Experience</b>	Experience of working in a small team, ideally arts organisation or venue		<b>Application</b>
	3 Years experience of working with performing arts companies – in an artistic capacity	Experience of programming selection process	<b>Application Interview</b>
	2 Years experience of facilitating Young People/ running education programme	Experience of working with 'NEETS' and hard to reach young people	<b>Application</b>
	Fundraising experience – income and evaluation writing	ACE funding experience	<b>Application</b>
	Marketing- print and electronic distribution, PR for performances and increasing ticket sales	Several years / productions	<b>Application</b>
	<b>Skills, Knowledge and Ability</b>	Ability & Skills to relate too, and work with young people from different back grounds	Experience of working with 'NEETS' and hard to reach young people
Able to prioritise and manage workload independently and efficiently			<b>Application Interview</b>
Able to set up and implement admin, finance and monitoring systems – to time and budget			<b>Application Interview</b>
Able to work with partners and a variety of stakeholders to deliver projects			<b>Application</b>
<b>Other Criteria</b>	Computer literacy, word processing, email, web research & online functions.		<b>Application Interview</b>
	A flexible approach to hours of work which will include evenings and weekends to enable the centre to operate effectively		<b>Application Interview</b>
	Current CRB Check		<b>Application</b>
	Understanding of value of youth arts & community work		<b>Interview</b>

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