Cap-a-Pie is recruiting for Theatre Facilitator to join our team.

# About the Role and Job Description

The facilitator will help us deliver our exciting projects for young people and work with our brilliant partners and stakeholders including scientists, researchers, schools, young people and audiences of all ages.

Our schools programme sees us deliver creative theatre projects for mostly Key Stage 1 & 2 young people. The projects cover a wide range of topics including how humans interact with animals and nature, Asian River Mega Deltas, microbes, brain health and climate change. We explore these topics through a mix of creative and theatre activities, working in role, and with Philosophy 4 Children (see this website for more information about Philosophy 4 Children [www.sapere.org.uk/why-sapere-p4c/](http://www.sapere.org.uk/why-sapere-p4c/)).

We also develop theatre productions with young people, both where young people are the performers and where they work with us to write and direct for a professional cast.

We encourage applicants to look at our website ([www.cap-a-pie.co.uk](https://www.cap-a-pie.co.uk)) to understand more about the work we do.

Most of our work happens in Newcastle, Gateshead and North Tyneside, and occasionally in the wider North East or other parts of the country.

## Support with your application

If you have any access requirements or if there is anything we can do to support your experience during the recruitment process, please let us know.

We can support your application in the following ways:

* We can provide the recruitment pack in a different format.
* We have a small budget to support candidates to pay a support worker to assist with writing an application.
* We can accept written, video or audio submission of the personal statement section of the application.

We are also happy to discuss any other ways that we can make the process more accessible for you. Please get in touch.

## Hours and Salary

This role is part time at 4 days per week\* (156 days per year), in school term time only, following [Newcastle City Council’s](https://www.newcastle.gov.uk/services/schools-learning-and-childcare/about-our-schools/school-term-dates) term dates.

The salary is £30,000 per year pro rata (£18,000 for hours advertised). Holiday allowance is 28 days per year pro rata (17 days for hours advertised), to be taken during school term time.

We may ask the facilitator to work occasionally during school holidays, weekends or evenings.

The postholder will have the option to join Cap-a-Pie’s pension scheme to which Cap-a-Pie will contribute 5% of pensionable earnings, subject to the facilitator making 5% personal contribution.

The role is initially offered as a 1-year fixed contract with a 3-month probation period. We hope to be able to extend the contract depending on future funding.

\*We are offering this role at 4 days per week as outlined above, however we would be open to the role being a 3 days per week, term time only contract. Feel free to get in touch to discuss this or other flexible working options before you apply.

**Expected start date:** 5 January 2026.

## Unpaid Leave/Sabbatical & Flexible Working

We understand that due to the part-time nature of this contract that the successful candidate may be working in another role or taking on freelance work.

We can offer some flexibility around hours of work. The role will require working within the school day to deliver workshops.

At Cap-a-Pie we also offer the option to take unpaid leave, that can be used to work on freelance contracts. This is subject to approval on a case-by-case basis.

Please get in touch if you would like to talk about flexible working before you apply.

## Location

The vast majority of this role will be working in-person at Cap-a-Pie’s office in Shieldfield, Newcastle or at schools or other venues across the North East.

We aren’t able to offer fees for relocation for this contract.

## Diversity in our workforce

We want to increase the diversity of our workforce. We particularly welcome applications from disabled people, people of the global majority and people from lower socio-economic backgrounds.

## Job Description

We are a small company and therefore roles and responsibilities are flexible and subject to change. We expect that the Theatre Facilitator will:

* Deliver our theatre projects with young people, mostly working in primary schools.
* Work collaboratively with the Cap-a-Pie team and external partners to create new projects.
* Contribute to liaising with teachers and others to organise delivery of projects.
* Assist with collecting evaluation data, for example recording numbers engaged and young people’s comments and feedback.
* Contribute to our marketing activity as required. This is likely to include recording quotes from participants and teachers and occasionally working alongside a photographer in workshops and collecting photo permission forms.
* Work in line with our policies and procedures including but not limited to data protection, health and safety, safeguarding and behaviour in the workplace.

We take the safeguarding and protection of children very seriously. Everyone who works for Cap-a-Pie is responsible for helping to keep children safe. We will ask all shortlisted candidates about their knowledge and understanding of safeguarding at interview. The successful candidate will receive safeguarding training as part of their induction. A copy of our safeguarding policy is included in the recruitment pack.

# Application Process

## How to apply

Please complete the application form, self-disclosure form and optionally the diversity monitoring form. Email your completed application to [katy@cap-a-pie.co.uk](mailto:katy@cap-a-pie.co.uk) by **4pm, Tuesday 30 September 2025**.

Interviews and observed workshops are planned to take place **w/c 20 October 2025**.

## Background Checks

This job is subject to background checks. If you are shortlisted for interview, we may contact your referees prior to the interview. If we make you a conditional offer of employment, we will arrange and pay for a DBS check for you.

## Getting in Touch

If you have any questions or concerns at any point in the recruitment process, please don’t hesitate to talk to us.

We welcome you getting in touch for an informal conversation before you make an application. You can use this opportunity to a have a chat and find out more about us, the role and our work as well as ask any questions that you might have.

Katy Vanden, Producer – [katy@cap-a-pie.co.uk](mailto:katy@cap-a-pie.co.uk)

Brad McCormick, Artistic Director – [brad@cap-a-pie.co.uk](mailto:brad@cap-a-pie.co.uk)

Cap-a-Pie staff members will be taking annual leave for some of the summer. If we’re away, you will receive an automated reply to advise when we will be back and who to contact in the meantime.

## Recruitment Process

We expect the follow these steps during this recruitment process.

1. We will assess all the applications we receive to see how well candidates match the person specification. We will make a shortlist to take forward.
2. We will invite candidates to an interview to further understand their suitability for the role. We will make a shortlist to take forward.
3. Candidates will then be invited to deliver a workshop in one of our partner schools that we will observe.
4. We then hope to make a conditional offer to one candidate, subject to satisfactory background checks.

# Person Specification

## You should have experience of:

* Delivering drama or theatre workshops for young people.
* Working with young people and teachers in primary schools.

## You should have the skills to:

* Plan and deliver theatre workshops for young people.
* Deliver theatre workshops for young people that have been planned by someone else.
* Distil complex ideas into accessible information.
* Work in a way that promotes the safety and wellbeing of children and young people. Everyone who works for Cap-a-Pie is responsible for helping to keep children safe.
* Work collaboratively with a wide range of people, including those who aren’t professional artists. At Cap-a-Pie the people we work with include young people, teachers, other artists and university researchers and scientists.
* Reflect on your practice and be motivated to take opportunities for professional development.

## You should also:

* Be committed to learning about safeguarding and taking all relevant steps to keep children you come into contact with safe.
* Be committed to using your theatre and drama skills to enable young people to learn, create and share what is most important to them.
* Have an interest in and understanding of environmental concerns such as climate change and be committed to working in a way that is as sustainable as possible.
* Be committed to working in a way that promotes diversity, equity and inclusion.

## It would be beneficial, but not essential, if you:

* Have knowledge and experience of using Philosophy for Children.
* Are able to collect data to feed into evaluation of projects.
* Understand data protection.
* Have experience working as a theatre maker as a writer, director or performer.
* Have completed recent first aid training.