

Belgrade Theatre

Belgrade Square

Coventry  
CV1 1GS

A black background with a black square

Description automatically generated with medium confidence

**BELGRADE THEATRE - JOB DESCRIPTION**

**Post:** Chaperone Co-Ordinator

**Employer:** Belgrade Theatre

**Department:** Producing

**Line Manager:** Programme Manager

**Reports To:** Company Stage Manager

**THE BELGRADE THEATRE’S VISION**

**HELLO AND WELCOME**

Thank you for your interest in this role. It’s an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation. For the past 18 months they have been implementing ambitious plans that build on the theatre’s rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

**OUR MISSION AND VALUES**

**OUR VALUES**

ACTING TOGETHER: We believe by collaborating and co-creating, we’ll be greater than the sum of our parts, working collectively to the power of Coventry’s people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

**OUR STRATEGIC PRIORITIES**

REPUTATION: Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE: Future proof the organisation, securing longterm financial and environmental sustainability.

INCLUSION: Embed diversity, access and inclusion in every aspect of what we do.

**OUR MISSION**

**A NEW MISSION TO PURSUE:** To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

**AS A STAGE FOR COVENTRY:** We produce and present performances that celebrate our city’s diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

**AS A THEATRE OF LEARNING:** We invest in our region’s talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

**AS A THEATRE OF TRANSFORMATION:** We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education. Over the next 3 years we will lead a ‘people first’ approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

**Aim of post:**

We are seeking a Chaperone Co-ordinator who will ensure the welfare and safety of our Juvenile Performers during rehearsals and performances of our annual pantomime; this year *Sleeping Beauty*.

Wherever children are involved in a public performance for which a licence has been issued, the law requires that they are always cared for by an approved licensed chaperone. The role of the chaperone is to ensure that proper provision is made to secure a child’s health, comfort and appropriate treatment whilst they are at the theatre as part of a performance or rehearsal.

The best interests of the Juvenile Performers will be at the centre of your work. This is done through acting as a central point of community and accountability for the chaperone team, providing duty of care to the children and ensuring compliance with theatre procedures, and relevant licensing bodies.

**Specific Duties and Responsibilities:**

* To ace as central point of communication and accountability for the chaperone team.
* Ensure that the theatre is informed of any shift changes.
* To act as first point of contact when a chaperone has a query.
* To act as intermediary between the chaperone team and the producer.
* To hold the necessary Chaperone license and uphold all regulations relating to children’s involvement in performances in the theatre.
* To act in loco parentis and exercise a duty of care which any parent/carer might be reasonably expected to give that child.
* To ensure the care and control of the child(ren) with a view to securing their health, comfort, appropriate treatment and moral welfare.
* To be thoroughly familiar with the terms of the performance license and requirements of a chaperone granted by the Local Education Committee and the conditions are properly fulfilled.
* To ensure that there is a complete register of children participating with emergency contact numbers available at all times (or assist Theatre Staff with this). Personal information regarding the child(ren) must not be disclosed except to authorised personnel.
* To be in charge of the child(ren) at all times except where a child is in the charge of their parent/carer/teacher.
* To assist the child(ren) with putting on and taking off costumes and make up.
* To escort the child(ren) to and from the stage when required during performances and responsible for supervising them in their dressing rooms between appearances.
* To ensure the children always behave in a quiet and orderly fashion whilst they are at the theatre.
* To remain with the children until they have been collected by parents or guardians after the performance.
* To ensure the child(ren) has/have been collected by their parents or guardians during break periods of more than one hour when it has been pre-arranged that the child(ren) will be collected at that time, before taking their own break.
* To inform the Line Manager of any contravention of the license, or incident affecting the wellbeing of the child(ren).
* To inform the Producer, as Designated Safeguarding Officer for the theatre immediately of any Child Protection issues that may arise. Should the Chaperone be unable to contact the General Manager immediately, they should inform their Line Manager who will have access to the General Manager’s contact details.

**General**

* To develop an understanding of the work of the theatre, and of its policies and practices particularly regarding work with young people.
* To work at all times within the theatre’s Equal Opportunities Policy and especially to ensure that no child is discriminated against on the grounds of age, disability, race, religion and belief, gender, or sexual orientation.
* To work within the theatre’s policies, in particular within Safeguarding and Health and Safety policies
* To undertake training courses as appropriate, including Child Protection briefings at the beginning of a production, if deemed necessary by the theatre.
* To carry out any other appropriate tasks deemed necessary by the Company Stage Manager, Programme Manager or Producer and to undertake any other duties that are consistent with the function of the job.

**Person Specification:**

**Essential:**

* Willingness to embrace the Belgrade Brand Values
* Ability to take responsibility & ownership for their duties
* Excellent team worker
* Hold a valid Chaperone Licence and DBS Certificate.
* Extensive experience of chaperoning children/young people.
* An understanding of and commitment to the principles and practices of the arts
* A flexibility to deal with young people with a wide range of needs and backgrounds
* Experience working with young people in the Arts.

**Desirable:**

* Experience supervising teams.
* Confidence reading and working with schedules.
* Demonstrable administrative skills.

**Salary: A Casual Contract subject to** to a minimum call (3.5 hours) The hourly rate of pay £15.00 except on Sundays £15.00 x 2.

A black background with a black square

Description automatically generated with medium confidence