

The Twisting Ducks Theatre Company CIO

Job description



Job Title: Drama Facilitator

Role: To facilitate drama sessions with adults with a learning disability and autistic adults, enabling them to devise and perform their own original theatre productions.

Hours: Mondays and Wednesdays Weekly, 6.5 hrs per day

Locations:

- Alnwick, Alnwick Playhouse (Monday)
- Newcastle Upon Tyne, Theatre Royal (Wednesday)

Rate: £19.82 per hour

Term: Permanent

Annual leave: 7 weeks pro rata (inclusive of bank holidays)

Start date: 19th October 2026

Flexible applications considered: You can apply to work one or both days. Please specify in your covering letter.

Key responsibilities:

- Plan and facilitate weekly drama sessions with adults with learning disabilities and autistic adults
- Support people with learning disabilities and autistic people to contribute their ideas and develop their skills
- Support groups to explore a range of performance mediums
- Identify individual goals that participants want to achieve, and provide effective, person-centred support to help them achieve these goals
- Prepare appropriate resources to meet group members participation and development needs
- Provide a structured framework to enable groups to devise and rehearse their own original performances
- Communicate effectively with Drama Workers (staff supporting group sessions), and delegate tasks to ensure outcomes-focussed session delivery.
- Plan and coordinate performance events to showcase the groups' work
- Develop and maintain accurate records and supporting documents (e.g., group risk assessments, participant evaluation)

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- Communicate effectively with team members, clients and partner organisations to enable smooth running of projects
- Develop positive relationships with key stakeholders and other arts/culture organisations.

Other Duties

- Represent The Twisting Ducks Theatre Company at events and meetings as required.
- Contribute content for impact reports and marketing materials.
- Attend training and team meetings (additional sessional hours will be paid for this activity).
- Undertake other tasks as agreed with the Chief Executive Officer.

This role requires satisfactory enhanced Disclosure and Barring Service (DBS) clearance prior to appointment.

Person specification

The ideal candidate will have a strong track record in drama facilitation and project coordination; as well as hands-on experience of working creatively with adults with a learning disability and/or autistic adults. The successful applicant will be self-motivated, an excellent communicator, highly person-centred, very organised, and with the ability to problem-solve and adapt their approach to overcome challenges and achieve positive outcomes.

Essential skills/experience

- Experience facilitating drama sessions with learning disability and/or autistic groups.
- Excellent organisation and time-management skills, with ability to work to project deadlines.
- Demonstrable experience of performing arts project management.
- Creative problem solver.
- Ability to support individuals to achieve outcomes through using person-centred approaches.
- Excellent communicator, able to adapt their approach to meet different communication needs.
- A commitment to diversity, equity and inclusion.
- Strong IT skills.

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Desirable skills/experience

- Qualified to degree level or equivalent in a relevant subject.
- Teaching or training qualification.
- Experience working in a charity environment.
- Skills/experience in other arts disciplines (e.g., music, dance, film).

How to apply: Please email your CV and a covering letter to jobs@thetwistingducks.co.uk by 12:00pm, 3rd of September 2026.

We particularly welcome applications from ethnically minoritised communities

There may be the potential for future additional work, dependent on circumstances.