

# Open Doors Theatre Learning Facilitator Brief



**Are you a vibrant, positive, inclusive, confident performer and teacher? Can you capture the attention and imagination of children? And are you passionate about creative learning experiences for children on schools?**

We are looking to recruit a small pool of freelance drama, theatre and music facilitators to deliver a range of pre-designed sessions for children ranging from Early Years to Key Stage 4, in schools across the District of Newark and Sherwood. View our current programme [here](#)

## Context

Our Theatre Learning offer is part of Open Doors, a programme of arts activity that aims to develop creative community connections, through the lifechanging effects of arts and culture. Funded by Arts Council England and delivered by Newark and Sherwood District Council, this exciting project hopes to inspire the district through free, creative activities.

Since Open Doors began in 2023, we have developed our Theatre Learning offer, and now due to popular demand from schools and our growing reputation, we are excited to be expanding our team of freelancers to help deliver this work. A teacher recently said:

Teachers who we worked with recently said:

*'The children were hooked immediately. Lots and lots of excitement. Warm up and tableau were great! Children so enthused that their scripts went out with them during lunchtime break!'*

*'Listened to the final performance both the children performing and the children listening were fully focused. The sound was amazing and in addition the children could explain the history behind each song.'*

## Environmental and inclusivity principles

We care greatly about our impact on the environment. We're making changes all the time to reduce our carbon footprint, and we work with people who support positive ways to protect our environment.

We care greatly about welcoming everyone and being accessible. We welcome expressions of interest from people of all backgrounds, including disabled people and those with non-traditional / unconventional qualifications.

## Essential requirements

To successfully deliver this work, you must:



- be an experienced and high-quality teacher/facilitator of singing, storytelling, and basic theatre;
- have the confidence to facilitate activities in schools without the supervision of Open Doors staff;
- comfortable delivering physically active sessions, including the transporting and set up of resources and equipment;
- have experience of working within school environments;
- be a dynamic and accessible communicator;
- have excellent time keeping and organisational skills;
- have access to your own transport; and
- be available to respond at speed to requests of work.

Embedded in this work is the requirement to collect written feedback from teaching staff at the end of each session.

### How you will be supported

To be fully prepared to deliver our sessions, freelancers will be paid to undertake training with our Creative Arts Officer, in Newark. This will include a day onsite at the Palace Theatre and National Civil War Centre to view session resources and session plans and a day to observe sessions in school if required.

Once freelancers start to deliver sessions, our Creative Arts Officer will observe delivery and offer feedback and guidance. In addition, after every session, freelancers are expected to spend time with the Creative Arts Officer to debrief.

Our Creative Arts Officer will share essential information with you before the session regarding group sizes and any specific learning or communication needs to support. They will also send a booking confirmation letter with contact and location details.

Our Creative Arts Office liaises closely with teaching staff in schools to ensure schools aware that they must remain with their groups throughout sessions, and will maintain responsibility for behaviour management.

We will share our Safeguarding policy and ensure freelancers are briefed and confident on our reporting procedures.

Freelance Theatre Learning Facilitators work alone at schools and nursery settings, but will always have direct mobile numbers for Open Doors staff who can offer telephone support if needed.

### Eligibility

All freelancers must:

- have a recent Disclosure and Barring Check to Enhanced level, and be prepared to show their paper certificate when working in schools;
- have undertaken Safeguarding training within the last 2 years;
- be legally eligible for work in UK; and
- hold current Public Liability Insurance.

## Fees

The half-day rate is £125 (excluding VAT), and the full-day rate is £250 per day (excluding VAT). Rates include:

- collecting sessions materials and resources from the Palace Theatre;
- transporting these to schools;
- setting up session materials and resources in school;
- session delivery;
- packing up session materials and resources;
- collecting written feedback from teachers;
- returning session materials and resources and feedback to the Palace Theatre directly after the session; and
- a debrief conversation with the Creative Arts Officer.

Freelancers are responsible for their transport and mileage, their tax and National Insurance Contributions and must be registered as Self-employed with HMRC. All session materials and equipment are provided.

The amount of work offered will depend on the demand from schools for certain sessions and your availability. Please be aware, we cannot guarantee a minimum amount of work, and work will not exceed more than the equivalent of £10k per year.

## Schedule and Expressions of Interest (EOI)

We intend to select facilitators to start training and delivering sessions in Spring 2026.

If you are interested in this work, please submit a short, written EOI outlining:

- why this role appeals to you;
- which Key Stage/s you are interested in working with;
- how your previous experience would be relevant; and
- how you would support our environmental and inclusivity principles.

It would also be very useful to have an indication of your general availability during term time.

Within your EOI please include the names and contact details for two professional referees. Please ensure your EOI is no more than two sides of A4.

Alternatively, your EOI can be a video file (MP4) or audio file (MP3) up to 3 minutes in length. If submitting a video or audio file, please send this via a file-sharing service such as WeTransfer or Dropbox.

Please email your Expression of Interest to:

[opendoors@newark-sherwooddc.gov.uk](mailto:opendoors@newark-sherwooddc.gov.uk) by 5pm Friday 30<sup>th</sup> January 2026.

Please note, we will acknowledge the receipt of your EOI, however, we will only contact those whose EOIs align with our requirements to arrange an informal conversation.

Our aim is to select, train and start offering working to freelancers by the end of Spring term 2026.