



FESTIVAL FACILITATOR

Recruitment Pack 2026/27



KEY INFORMATION

Facilitate a transformational experience for hundreds of young people. Ensure the smooth running of their day in the spotlight at professional theatre venues.

TO APPLY

Please complete our application form. You are welcome to send any additional supporting material to staff@coramshakespeareschools.org.uk

FEES

- Training days at £150 per day
- In-School Workshop £160 per day
- Performance £210 per day as Company Manager or £220 per day as Stage Director

LOCATION & HOURS

- UK wide; CSSF pay travel, accommodation, and subsistence
- Part-time, freelance contract

RELATIONSHIPS

- Reports to Programmes Managers
- Works alongside another Festival Facilitator on performance days

TRAINING

You will complete mandatory training in the CSSF workshop toolkit, performance day procedures, safeguarding, and health and safety. You'll be required to undergo an enhanced DBS check, carried out by CSSF.

ABOUT CORAM SHAKESPEARE SCHOOLS FOUNDATION

We transform lives through the unique power of Shakespeare.

Coram Shakespeare Schools Foundation (CSSF) is a national cultural education charity that exists to instil curiosity and empathy, aspiration and self-esteem, literacy and teamwork - giving young people the confidence to stride onto whatever stage they choose. Our programmes follow a rigorous and supportive process to train teachers and young people in an active way of working with Shakespeare.

Shakespeare Schools Theatre Festival - Each year thousands of young people from hundreds of Primary, Secondary and SEND schools and Pupil Referral Units (PRUs) across the country unite in our Theatre Festival. Months of preparation culminate in exhilarating performance evenings; young people performing Shakespeare in professional theatres, raising aspirations and unlocking the potential of students and teachers alike. In the past 20 years, we have worked with over 300,000 young people through our festival, supporting the wellbeing of students and promoting social inclusion all over the UK.

Shakespeare Schools Film Festival - Taking CSSF's 20 years of experience working with schools on Shakespeare performances, and adding the expertise of our partner Into Film, building a project that develops children's confidence, creativity and collaboration; and creates filmed outcome which you can showcase, shout about and keep forever.

Workshops - We run stand-alone workshops for students that are fully customisable and designed to get participants working actively. We strive to leave each group illuminated, energised and empowered to further explore Shakespeare's works. We also run training that empowers teachers to bring Shakespeare to their students in an engaging and accessible way. Our CPD for teachers uses our rehearsal room ethos to support teaching in Literacy, English and Drama, as well as teachers' own professional development.

Our objectives are:

- to promote life skills, social cohesion and ambition
- to promote educational attainment - especially in literacy and performing arts
- to provide a unique cultural and creative experience to young people from disadvantaged backgrounds



“My heart was beating really fast until I had said all my lines and my bit was over. Then I felt like I wanted to do it all again”

- Jacob, Student

JOB DESCRIPTION

Each year Coram SSF employs a team of facilitators, directors, actors and theatre-makers to deliver our Theatre Festival to the hundreds of school companies across the UK. Our Festival Delivery Staff work at two types of event: In-School Workshops and Performance Days.

IN-SCHOOL WORKSHOPS focus on the fundamentals of stagecraft and storytelling: working as an ensemble; activating Shakespeare's language; developing characterisation and physicality. Participants of workshops are from all school types (Primary, Secondary and SEND), and of all backgrounds and abilities.

At In-School Workshops you are responsible for:

- delivering a half-day workshop (around 4 hours), usually split into a 2-hour workshop with the company and up to 90 minutes of 'creative consultancy' supporting the director
- with the company (up to 35 young people), facilitating a Shakespeare-specific drama workshop, rehearsing scenes from their show alongside the teacher-director. You will choose from a toolkit of CSSF workshop material to best meet the needs of the company and prepare them for their performance in the theatre
- with the teacher(s), supporting them in their role as director, usually through small-scale coaching type conversations, occasionally by leading a workshop with a larger group of teachers (we will provide specific content where that is the case)

On **PERFORMANCE DAYS**, schools travel to their local professional theatre to rehearse and perform half-hour abridged Shakespeare plays.

On performance day you will take on one of two roles, Stage Director or Company Manager. Both roles are responsible for creating a safe, organised and welcoming environment at the theatre and troubleshooting independently throughout this busy day as well as independent duties.

Company Manager:

All Backstage and Front of House activity including (but not limited to):

- organising the logistics of having 100+ young people in a theatre space;
- ensuring that schools have adequate dressing room space and know where to store props and costumes;
- keeping teachers and young people to the schedule of the day;
- ensuring CSSF's box office and seating arrangements are carried out;
- ensuring CSSF programmes go on sale, and recording ticket and programme sales to report back to CSSF's finance department.

Stage Director:

Providing practical and creative support to the performing schools including (but not limited to):

- leading each company through a technical and dress rehearsal;
- acting as the liaison between theatre technicians and the teacher-director;
- ensuring the rehearsals run smoothly and to time;
- running a full company warm-up for all four schools before they perform;
- hosting the evening performance, introducing and giving a short but meaningful appraisal of each production;
- completing a written appraisal of each production which is sent to the school.





Key Responsibilities across both events:

- Attend training and deliver dates as agreed
- Maintain CSSF's positive relationships with all partner venues and schools
- Uphold CSSF's values and ambitions and represent us as a charity
- Adhere to CSSF's Safeguarding Policy and Code of Behaviour
- Communicate effectively with the CSSF office and stick to guidelines
- Return administrative documents and other paperwork promptly
- Recognise and challenge all forms of discrimination and prejudice in the workplace;
- Treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity;
- Maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.

Festival Timeline

The Shakespeare Schools Festival runs in two phases:

Autumn 2026

September - October: In-School Workshops

November: Performance Days

Spring 2027

January-February: In-School Workshops

March: Performance Days



“Our workshop facilitator was so helpful, they answered every question and took the time to work with every student. I feel much more confident about the show now and general feedback from the students is that they feel the same. It made everyone excited about Shakespeare, which for me is what the Festival is all about. I can’t express how happy I am after the workshop and can’t wait for the show!”

- Teacher-Director, Farnborough

PERSON SPECIFICATION

Our ideal candidates will have:

- interest and/or experience of working with young people and/or teachers;
- interest and/or experience delivering drama workshops to a variety of ages and abilities;
- interest and/or experience of working in theatres and with theatre staff;
- interest in and/or experience of bringing Shakespeare to life for young people;
- interest in and/or experience of working with young people with Special Educational Needs and Disabilities (training will be given);
- a willingness to travel across regional areas in the UK, across our theatre network;
- excellent time-management and organisational skills, able to meet deadlines and work within established systems;
- a ‘can-do’ attitude and a positive, supportive approach to collaborating with others;
- a creative approach to problem solving;
- if interested in the Stage Director role, experience of hosting/compèring events.

We are excited to meet candidates from a range of backgrounds - there are no specific qualification requirements for these roles.

If you have any questions about the role, or require this pack in a different format (including large print), please contact the CSSF team using staff@coramshakespeareschools.org.uk or by calling the office on 020 7601 1800.