



Recruitment of Queen's Hall Film&Screen Saturday Club Lead

About Queen's Hall Arts

Queen's Hall Arts (QHA) is the registered charity responsible for managing Queen's Hall Arts Centre in Hexham, Northumberland. QHA prides itself on devising and delivering a quality multi-artform programme for its community, co-creating with people of all ages and abilities to engage with culture via performances, participation, or use of our building to showcase their own talents. We have strong and established links with our communities and have a long history of engaging hard to reach members of the communities in positive, cultural activities. We are also a source of employment and economic activity in the area, employing 31 staff, and working with 300 creative professionals every year. Our Victorian-era venue houses a 350- seat theatre, studio theatre, two galleries, library, offices, rehearsal room, and five rental spaces.

Our mission is "to be the cultural heart of our community, delivering great art experiences and supporting professional and aspiring artists"

Over the last three years, QHA has successfully evolved into a cultural leader within the region including our leadership of the Hexham Cultural Network and growth of our creative regional partnerships. Defined by the core principles of innovation, diversity and inclusion, community engagement and artist development, we have fostered a co-creation model that resonates not only within our organisation but also contributes significantly to the cultural landscape of the region.

About The National Saturday Club

Across the UK, the National Saturday Club gives 13–16 year-olds the opportunity to study subjects they love for free at their local university, college or cultural institution.

Saturday Clubs are currently offered in six subjects: Art&Design, Craft&Making, Fashion&Business, Film&Screen, Performance&Theatre, Science&Engineering, Society&Change and Writing&Talking.

With a particular focus on engaging young people from underrepresented communities, the National Saturday Club's established model of extracurricular education has proven impact. The programme offers a transformational opportunity to build skills, develop confidence and discover pathways to further study and future careers.

Club members attend weekly Saturday classes led by expert tutors in their local community, and take part in national events throughout the year including visits to leading cultural institutions, Masterclasses with industry, a Summer Show exhibition of all Club members' work at London's prestigious Somerset House, and a Graduation Ceremony. A remarkable national network of further education, higher education, the cultural sector and industry works together in partnership to deliver these enriching extracurricular activities.

QHA are delighted to be managing the delivery of the Film&Screen Saturday Club in Hexham. The club will be delivered from 25 January 2025 for up to 15 young people.

The Film&Screen Saturday Club

The Film&Screen Saturday Club celebrates and explores the breadth of film and screen from production, editing and sound design to VFX, scripting and animation.

The Club provides the perfect space for young people (aged 13-16) to discover the exciting opportunities across this rapidly growing sector of the UK economy. Club members have the opportunity to tell their diverse and unique stories, and to gain practical and technical insight into filming, editing, sound design, and lighting. At the Club, members embrace the art of storytelling and its ability to entertain and inform our society and culture.

As well as developing key transferable skills such as problem-solving, persistence, and collaboration, Film&Screen Saturday Club members explore the future landscape of media outlets such as game design, radio and filmmaking.

About The Role

We're looking for a Club Lead to provide a professional level weekly Film&Screen Saturday Club at Queen's Hall. This includes the development of the scheme of work and lesson plans, purchasing materials and developing resources, organisation and booking visits as well as managing guest speakers.

Main duties and responsibilities:

- 1) Develop an innovative scheme of work, deciding upon the projects involved in the new club.
- 2) Be responsible for identifying, booking and supervising all guest speakers and technicians required during the club programme.
- 3) Liaise constantly with the Queen's Hall team to help promote the club in schools, process club applications, and communicate regularly throughout the programme.
- 4) Manage all Safeguarding and Health and Safety of the club members and internal and external stakeholders. This includes producing Risk Assessments, especially when equipment or dangerous substances are being used.
- 5) Collaborate with the Saturday Club Trust to organise visits.
- 6) Manage a small budget, to buy materials, refreshments, and to organise and fund visits travel/accommodation/hospitality.

7) To attend 'Tutors Training/Meetings' provided by the Saturday Club Trust, for continued professional development.

8) Complete a basic Safeguarding training programme.

9) Ensure that club members are trained or supervised in the use of equipment and related techniques, to ensure compliance with statutory Health & Safety and manufacturer guidelines.

10) In accordance with Safeguarding procedures, to deal with any disclosures, concerns or incidents in an appropriate and empathetic manner, and to inform Safeguarding Lead at the earliest opportunity.

The contract will be 11 hours per week at £15 per hour. The start date will be early January 2025 with allocation of hours agreed for planning and delivery.

This post offers a unique and exciting opportunity to work as part of a committed and enthusiastic small team.

Ideally candidates should be recent graduates or postgraduates possessing the following qualifications/skills:

- Experience of delivering creative activity for young people
- Practical experience in film and screen
- Well connected with the North East film and screen industries
- Valid DBS check
- Understanding of safeguarding
- Demonstrated experience in team collaboration
- Strong communication skills
- Effective organisational abilities

How To Apply

Please send a recent CV and covering letter of no more than 300 words describing your experience, the skills you will bring to the role and what you hope to get out of the project to workforus@queenshall.co.uk.

The deadline for applications is Thursday 2 January at 12 noon. Interviews will be in person or online w/c 6 January 2025.

The Film&Screen Saturday Club will run with the support of the BFI, awarding National Lottery funding.

