

**Job Title: Digital Facilitator for Live Streamed Performances in Schools****Hours:** Exact hours tbc dependent on performance schedule**Dates:** Performances will take place in school hours only (09.00-15.30 GMT; Mon – Fri only) from Mon 25 Jan – Fri 12 Feb 2021**Job Type:** Freelance self-employed contract, working remotely from home. You will need to use your own IT equipment and have access to adequate broadband to manage live streaming.**Fee:** £524 per week (pro rata where appropriate as per the schedule)**Main purpose of the job:**

Theatre Alibi will be live streaming our current story-telling experience *Down To Earth* to primary-aged children in Devon over a three week period (25/01/2021 – 12/02/2021).

We are looking for a Digital Facilitator who can work remotely to moderate sessions, assist our performers (who will also be working remotely from home) and to liaise with schools to ensure the smooth running of the live streaming events.

**About *Down To Earth*:**

In autumn 2020 our performers visited Primary schools across Devon in person in order to deliver this unique storytelling experience.

You can find out more about the background of the show here:

<https://theatrealibi.co.uk/production/down-to-earth/>

Due to the current lockdown, we are putting our spring leg of the tour entirely online. Janet the astronaut will interact with each class of pupils via a live stream available on a secure digital platform. Performers will be in costume, using a green screen. A typical session will involve our performer (streaming live audio and visual content), a class teacher, pupils at multiple remote locations (eg at home) and pupils in the classroom.

A typical schedule for the day might look something like this:

10.00 - 10.30	Reception class and Year 1 session
10.45 - 11.15	Year 1 and Year 2 session
11.30 - 12.00	Year 3 and Year 4 session
BREAK	
13.15 - 13.45	Year 5 session
14.00 - 14.30	Year 6 session

Please see below for a job description and person specification, and how to apply.

If you have any questions, please contact: Rachael Duthie (Production Manager)

[rachael@theatrealibi.co.uk](mailto:rachael@theatrealibi.co.uk) or call 01392 217 315

**To apply:**

Please send us a CV and covering letter (no more than one page) detailing how your skills and experience fit the person specification to [info@theatrealibi.co.uk](mailto:info@theatrealibi.co.uk) as soon as possible and by 9am Monday 18 January 2021 at the latest.

## Digital Facilitator for Live Streamed Performances in Schools



### Job Description: Key Responsibilities

- Ensure smooth running of *Down to Earth* performance sessions by facilitating digital streaming (using Zoom to live stream to YouTube and running Padlet concurrently) and supporting performers in delivering content (including some simple cueing of images and sound effects).
- Moderate the session, including managing attendance and troubleshooting any connection problems.
- Acting as additional safeguarding / digital security for the session by monitoring for any unexpected users logging in to / hacking the platform or for posting of inappropriate content. Removing unauthorised users and / or content.
- Liaising with designated school staff ahead of time and troubleshooting any technical issues remotely before performance
- Reporting any issues as they occur to Theatre Alibi

### Person Specification: Key Skills Required

#### Essential

- Working knowledge of platforms including Zoom, YouTube, Teams, Google Suite (some training can be provided)
- Experience of moderating/facilitating events on a digital platform
- Comfortable problem solving across different operating systems (particularly Windows and Mac) and devices (some training can be provided)
- Ability to remain calm under pressure
- Ability to solve technical problems quickly from a remote location
- Willingness to work flexibly
- Understanding of digital safeguarding protocols (some training can be provided)
- A strong communicator, able to successfully support those with less technical knowledge than themselves

#### Desirable

- Enhanced DBS check
- Previous experience of delivering projects in schools
- Previous experience of working on theatre/arts projects