



### **Role description for the Pantomime Assistant Director**

**Role:** To support the Pantomime Director in all aspects of producing the pantomime, including providing oversight of rehearsals and performances (usually once every 2 years).

#### **Role Requirements:**

##### ***To be:***

To be a person approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the pantomime cast with respect and dignity, as a unique individual created in the image of God. To be organised, reliable, punctual, tactful and have a great sense of humour!

##### ***To do: To assist the Pantomime Director in all of the following:***

- To keep an up-to-date contact list of all those taking part in the pantomime and adult details for any children participating (adults to be copied in on all emails directly sent to children).
- To be the main point of contact.
- To recruit and audition participants and to co-ordinate and disseminate scripts.
- To organise and run rehearsals, and book the hall as required.
- To liaise effectively with those involved in organising the tickets, the staging and the costumes.
- To arrange any necessary meetings.
- To be willing to be recruited according to Diocesan safeguarding policies.
- To ensure all adults adhere to the Diocesan safeguarding requirements.
- Hold a current DBS relating to children for All Saints' Church.
- Write and adhere to a risk assessment covering pantomime rehearsals and the productions.
- To organise a rota of DBS adults to chaperone the children taking part.
- To organise the registration and permission forms, and to ensure you know how to deal with any issues raised on these forms.
- To arrange for scripts/materials to be purchased as necessary.
- Arrive early to set up for rehearsals and to tidy away afterwards.
- Maintain the security of the building, equipment and children. Agree collection arrangements with parents in advance.
- To read, adhere to and promote all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including recruitment and training requirements; and all other Policies of All Saints Church

#### **Reports to:**

The Children and Youth Vision Group Chair

#### **Agreement:**

I agree to being the Pantomime Assistant Director at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_