

JOB DESCRIPTION	
Job Title	Guildhall Young Artists Norwich - Set Up Team
Department	Guildhall Young Artists (GYAN)
Location	GYAN is based at Wymondham High Academy Folly Rd, Wymondham NR18 0QT.
Responsible to	Head of Guildhall Young Artists Norwich
Responsible for	Assisting set up at GYAN Saturday Centre
Salary & Contract	• Self-employed, £20.00 per hour • 1 hour per term-time week (10 weeks per term x3) • Saturdays, 7:30-8:30am with the potential of completing set up on Friday afternoons dependant on applicant and school availability (for example, if the applicant is already a staff member at the school). • Please see our website for term dates: https://www.gsmd.ac.uk/study-with-guildhall/children-and-young-people/guildhall-young-artists/guildhall-young-artists/guildhall-young-artists-norwich/term-dates

Guildhall Young Artists Norwich (GYAN)

GYAN is a dynamic and accessible Saturday music and drama centre based at Wymondham High Academy. As part of the national Guildhall Young Artists network, we provide high-quality individual lessons and group learning opportunities for young people aged 4–18, including drama courses and over 30 music ensembles. Our learner-centred approach supports students to perform, create, and collaborate while developing confidence, artistic skills, and valuable life experience. To find out more, visit <https://www.gsmd.ac.uk/gyan-norwich>.

Vision and Purpose of Post

The post-holder will assist the Head of Guildhall Young Artists Norwich in the practical set up of the Saturday Centre.

Main Duties & Responsibilities

- Clearing tables, chairs, library bookshelves etc.
- Delivering equipment in roll cages/crates etc to relevant locations around the school.
- Setting up equipment for the Saturday centre
- Maintaining regular contact with the Head of Centre and centre staff as required.
- Other duties as appropriate as identified by the Head of Centre.

Key Relationships

- Head of Guildhall Young Artists Norwich (line manager) (DSL)
- GYAN Reception team and Administrator

Policies & Professional Practice

- To follow all safeguarding, GDPR, health and safety policies and complete training where required.
- To communicate efficiently and liaise with line manager.
- To represent Guildhall School and GYAN positively at all times inside and outside of the Centre.

Person Specification

Attributes	Essential	Desirable
Qualifications	• N/A	
Skills & Experience	• Practical skills/ability to move equipment etc. • Communication skills • A commitment to safeguarding and promoting the welfare of children as a priority	• Knowledge/training in: ○ Safeguarding ○ GDPR ○ Health & Safety ○ First Aid - or a willingness to undertake this
Personal Qualities	• A commitment to wellbeing and inclusive practice • A willingness to work collaboratively • Enthusiasm, energy and the ability to communicate effectively	

Guildhall School of Music & Drama is committed to safeguarding and safe recruitment processes. All staff have the responsibility to follow best practice as set out in our Safeguarding Policy. Enhanced DBS checks will be required.

Other Relevant Information

Additional hours: Additional hours may be available if desired as they come up through the year and as the centre develops. These will be approved and agreed by the line manager in advance.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.