



## Weekend Story Builder Job Description

### About Discover

Discover Children's Story Centre is a venue which incorporates literature, immersive play, theatre and storytelling through hands-on and exploratory means for children ages 0-11 years, their families, carers and teachers. Discover is a registered charity, all proceeds go directly into delivering high quality innovative work. On a standard week we are expecting over 1800 2,500 visitors to the centre.

### Responsible to:

- Head of Learning (development, training, performance monitoring and appraisals)
- Operations Manager (day-to-day basis)
- (Liaison with Duty Manager, Visitor Services Supervisors and Creative Events team)

### Overview:

The Story Builders deliver the creative and learning experiences of visitors to Discover. Whilst they are a member of the Operations team on a daily basis, the management of content & performance delivery is a shared responsibility between the Community & Education and Events teams.

They will work with families, schools, and pre-school and community groups during their visits to Discover and at external events. The role includes facilitating the creative learning experience and activities of these groups and public visits for a range of audiences and ages. Story Builders may specialise in delivering specific elements of Discover's work, or working with specific audiences, as part of their development. General and detailed training will be provided for all Story Builders. The Weekend Story Builder role focusses primarily on family delivery within the centre, across the various sessions, exhibitions and opportunities on offer.

### Specific Responsibilities:

#### Main duties

- Facilitating and encouraging the imaginative play of all visitors to Discover through creative use of our settings, characters, story starters and games. This is to stimulate the enjoyment of words, stories and reading.
- Facilitating family sessions and visits from community groups and play schemes.
- Running creative activities and storytelling sessions, both internally at Discover and at external venues.
- Encouraging adults to be involved and engaged with their children's play.

- Preparing and delivering sessions and events in line with the learning and creative objectives, in an appropriate manner to meet the standards described in the training.
- Creating a warm and inviting welcome to visitors and imparting information as required.
- Facilitating a range of interactive, creative sessions with pre-school and primary-aged school classes.
- Supporting other Story Builders, Visitor Service staff and the Operations team in the smooth-running of the visitor experience.

### **General**

- Ensuring the Story Worlds, 0-3's Story Space, Exhibition and Story Gardens are set and maintained and presented to a high standard throughout the day. This will include cleaning and ensuring material supplies are maintained as required.
- Maintaining awareness of all Health, Safety and Security issues, and resolving these when required.
- Assisting with the research, development and implementation of new programmes when required with the Community & Education and Events teams.
- Responding to all visitor enquiries in a helpful and informative manner.
- Assisting the work of other Discover staff when appropriate.
- Supporting and promoting the work of Discover through other reasonable tasks and activities, as required.
- Meeting a set of creative play and facilitation objectives laid out by the Head of Learning.
- Promoting and safeguarding the welfare of children, and young and vulnerable people.

**Contract:** rolling two-week shift pattern (negotiable number of days but must include minimum of one Saturday or Sunday a week or a full weekend every other week.)

**Pay:** £20,020 per annum, pro rata including 5 weeks paid holiday pro rata according to contract

**Hours:** Negotiable. Weekend and public holiday availability essential.

### **Person Specification**

The successful candidate will:

#### ***Essential***

- Have experience of working with young children.
- Have experience of facilitating creative or arts-based play with children and their families.
- Have performance experience.
- Be flexible and adaptable, with an ability to be proactive and demonstrate initiative.
- Have excellent interpersonal skills and the ability to engage professionally with a range of people.
- Have good verbal and written skills.
- Have good organisational skills.

- Have the ability to keep calm under pressure.
- Be available during public holidays and weekends.

*Desirable*

- Have an active interest in Early Years and Primary learning and a commitment to the creative development of children.
- Have an awareness of different learning abilities and styles.
- Be interested in the creative arts.
- Have the ability to take the initiative when required.
- Have a commitment to providing and promoting equal opportunities.