

**BRITISH  
YOUTH  
MUSIC  
THEATRE**

2025

# **CREATIVE WORK PLACEMENT PROGRAMME LEADER**

Recruitment Pack



Wonderland in Alice | Bolton Octagon



# WELCOME

BYMT is seeking an enthusiastic and self-driven Programme Leader, with demonstrable experience of writing, designing and delivering theatre training modules and learning processes, to work closely with the Creative Director and Production Team on our Creative Work Placement (CWP) Scheme.

## About British Youth Music Theatre

**British Youth Music Theatre (BYMT)** is a leading national performing arts education charity and the UK's largest commissioner of new musicals. Each year, we engage approximately 2,000 young people aged 11 to 21 through nationwide auditions, skills workshops, our Young Company, and a wide range of creative projects. **BYMT** supports emerging talent - both performers and creatives - by providing high-quality training, development opportunities, and a springboard into further education and careers in the arts.

As an Arts Council England National Portfolio Organisation and National Youth Music Organisation, we ensure that youth voice is at the heart of everything we do. **BYMT's** mission is to create accessible and inclusive opportunities for young people and early career creatives from all backgrounds to develop theatre skills and enhance wellbeing, through the collaborative and inclusive process of making original music theatre. **BYMT's** vision is to transform perceptions of musical theatre, be the leading voice in youth music theatre and be internationally recognised as the UK's most prolific creator of new musicals.

## Our Values

- Being inclusive and making everything we do accessible
- Taking responsibility for developing and nurturing collaborative processes
- Inspiring environmental responsibility within our staff and young people
- Creating space for young people and artists to value their voices
- Committing to making new work through new approaches.

BYMT is committed to creating an inclusive culture in all its activities including equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We are particularly keen to hear from people from global majority backgrounds and from candidates who self-identify as disabled as they are under-represented in our workforce.



## About the CWP Scheme

For the past 20 years this scheme has helped emerging artists to take their first steps into the theatre industry by providing work placements on our productions as either Assistant Musical Director, Assistant Designer, Assistant Stage Manager or Assistant Director/Choreographer.

Each successful candidate is embedded as an important part of the full-scale creative and production team on a residential production with a company of between 35-40 young people from across the UK. They are partnered with an industry professional who will act as their line manager and mentor, and a pastoral staff member who will oversee their personal wellbeing whilst on the production. The placements are ideally suited to conservatoire or university students, or those with comparative experience or interest who have not been through training but need an opportunity to develop their career within the theatre industry.



# ABOUT THE ROLE

In the past 10 years, BYMT's Creative Work Placement (CWP) Programme has supported emerging theatre professionals in taking their first steps into the industry by providing practical placements on our New Music Theatre Productions. BYMT's CWP Programme is UK-wide, drawing on students, recent graduates and young people who may not have access to formal training in the arts.

BYMT has been successful in gaining funding to innovate and diversify their current programme, to include virtual learning modules, frequent check-ins and detailed feedback after the programme has commenced.

Our vision is to unlock the full potential of the BYMT CWP programme, reaching and empowering those who need it most through creative upskilling, hands-on practical experience and blended learning, driven by growth innovation and sustained support for entry level positions in the creative arts sector.



## Who are we looking for?

We are seeking a suitably qualified, skilled and ambitious **Backstage** professional to lead the programme to:

- Support BYMT to launch the 2026 CWP Programme and Recruit Participants
- Review, assess and improve the full participant journey, ensuring that appropriate processes are in place, to collect data, support onboarding, evaluation and measurement of progress, against learning outcomes and programme impact
- Write, develop, design and implement a comprehensive 6-month education programme combining theory, digital learning and practical production experience for up to 20 entry level creatives
- Create a virtual learning environment featuring six education modules to be completed before the practical work placement, providing foundational knowledge and preparation to be used by the cohort
- Strengthen outreach and expand access to the programme by the identification and building of strategic partnerships with colleges, universities and educational establishments
- To evaluate the success of the 2026 Programme
- Provide verbal and written feedback to CWP cohort.



## Key Tasks and Responsibilities

- Programme management: Plan, track, and support the execution of the project, ensuring the project stays on schedule and within budget
- Administrative support: Handle administrative tasks including using virtual learning environments (VLEs), managing schedules, communicating with cohort and mentors and assisting with financial administration under the direction of senior management
- Team coordination: Act as a liaison between the production team, mentors, CWP cohort and any external partners
- Budget management: Assist in the creation and monitoring of budgets, ensuring cost-effective use of resources
- Communication: Effectively communicate with all project stakeholders, and work with the marketing team to promote the programme
- Health and safety: Ensure compliance with health and safety protocols, including safeguarding and other relevant legislation, during all programme activities.

## Key Details

- A freelance contract with BYMT
- 2 days a week from February to September 2026
- £10,000 fee
- Based at either the BYMT head office in Yorkshire Dance, Leeds, or BYMT London office in Mountview, SE15. Flexible working from home possible, with office visits planned at least every second week.



## Essential Criteria

- Education Knowledge: Experience of working with students at the equivalent of undergraduate or foundation level degree (Levels 3 to 4) and involvement in creating modules
- Technical Knowledge and Experience: A strong track record in performing arts projects, with experience in creative facilitation, ideally in backstage functions, including Stage Management, Set & Costume Design, Musical Direction, Directing or Choreography
- Ideally have experience in at least one technical function, having worked within the theatre industry
- Project Management: Ability to lead an educational programme, manage workloads, support collaboration and manage any conflicts, working with a range of contributors, working with a range of stakeholders, to influence and gain agreement to the proposed course of action
- Organisation: Excellent organisational skills and the ability to manage multiple tasks and project actions simultaneously
- Communication: Strong written and verbal communication skills, with the ability to interact effectively with a variety of people
- Financial literacy: Experience with budget management and financial administration

## Who will I be working with?

- BYMT's Creative Director will line manage this role, and the role will include working with:
- Core team members of BYMT, particularly Producer, Engagement & Production Associate, Head of Development
- Creative and stage management freelancers on 6 new musical productions
- CWP students
- Education leaders in FE, HE, Conservatoire contexts
- Community organisations and informal education sectors to engage young people outside of formal education.



## 5 Project Phases

### 1 Project Research, Definition and Planning

- You will be involved in all planning aspects of the programme, ensuring the scope, levels of engagement, costs and anticipated outcomes are clearly defined and agreed and a detailed project plan is developed
- Attending planning meetings and updating regarding progress against the Project Plan
- Developing, agreeing and sharing the project action plan and key outcomes/stages with the Creative Director and key parties
- Undertaking research on relevant learning materials and resources already available in the key learning areas (Assistant Director, Musical Director, Stage Manager, Choreographer and Designer)
- Consulting and working with the Production Team, previous participants and mentors to gather feedback and share/develop ideas and identify any key areas for improvement from previous CWP cohorts
- Agreeing the budget and any anticipated costs with the Finance Director
- Reporting against progress of the plan

### 2 Process Mapping and Improving the participant Journey

- To process map the existing participant recruitment process and identify the information collected, provided and collated
- To review participant information issued at each of the key stages or needed to support the Programme of Learning
- To map what documentation will be required for the VLE against each of the 6 modules
- To produce a new Process Map to demonstrate how the CWP Programme of Learning works from beginning to end

"The Creative Work Placement Scheme has given me invaluable experience and connections with established industry professionals. It has rocketed my confidence as a creative and made me feel equipped and assured in my future career as a Theatre Designer."

**Assistant Designer, The Power of Camelot  
Northcott Theatre, Exeter**





# ABOUT THE PROJECT

## 3 Identify, Design, Develop and Document the Education Programme and Virtual Learning Experience

- To integrate a Training Needs Analysis, Personal Development Plan and Diary/Workbook within the Education Programme and each module, so participants can record progress and demonstrate learning for Portfolio Development
- To write design and develop each of the modules, producing the appropriate Virtual Learning Modules, the key learning outcomes, lesson plans, supporting materials and methods of evaluation for each module
- To produce a library of supporting resources, information and links, to support learning outcomes
- To identify and develop the mentoring and support scheme
- To review and manage cohort progression and activity
- Work closely with BYMT's Production Team on recruitment of CWP cohort and mentors

## 4 Programme Launch and Support

- To assist with the launch of the new programme, including liaising with marketing, production department and participants
- To assist with the shortlisting and interviewing of applicants
- Outlining the differences and benefits of the new programme
- Offering places and commencing the learning experience
- Supporting with the induction of participants, introducing mentors and conducting cohort meetings to get the programme running
- To attend the practical elements of the programme across July and August
- To be the lead contact for the CWP cohort during their time on the programme.

## 5 Review, Feedback and Evaluation

- Designing end of programme evaluation
- Conduct a range of interviews to sample and discuss how participants found the new experience
- Gain feedback and responses from Mentors
- Develop feedback and outcomes report to issue to participants
- Review feedback with mentors and BYMT Staff for growth and implementation for the next cohort
- Identify any areas of improvement





## How to Apply

To apply, please send us your CV (no more than two sides of A4) plus a cover letter (up to two sides of A4) telling how your experience and interest make you the perfect person for this role. Alternatively, please send a video up to 3 minutes in length.

Send your CV and accompanying statement/video to [mail@bymt.org](mailto:mail@bymt.org) by **Monday 12th January 2026**.

We will be in touch with everyone who applies and plan to hold interviews in in Leeds/London in January 2026, with a start date in early February.

If you would like further information or to have a conversation about this position, please get in touch with BYMT. If you would like support or have any queries regarding the format of this pack, please contact us at [mail@bymt.org](mailto:mail@bymt.org) or call **0113 320 1018**.

### British Youth Music Theatre

#### Leeds Office (Head Office)

Yorkshire Dance  
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Leeds LS9 8AH

#### London Office

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