

OUR VISION

To ignite artistic imagination through diverse storytelling that reflects the richness of our world. Kiln is a space where we celebrate our shared humanity, build a powerful sense of belonging and demonstrate that theatre can be for anyone.

OUR MISSION

From the heart of Kilburn, we tell real human stories shaped by exceptional artists – harnessing the power of creativity to remove barriers, celebrate individuality and bring people together.

OUR VALUES

Kiln is **Representative**. *We represent diverse voices on and off our stage - including different perspectives and experiences in our decision making.*

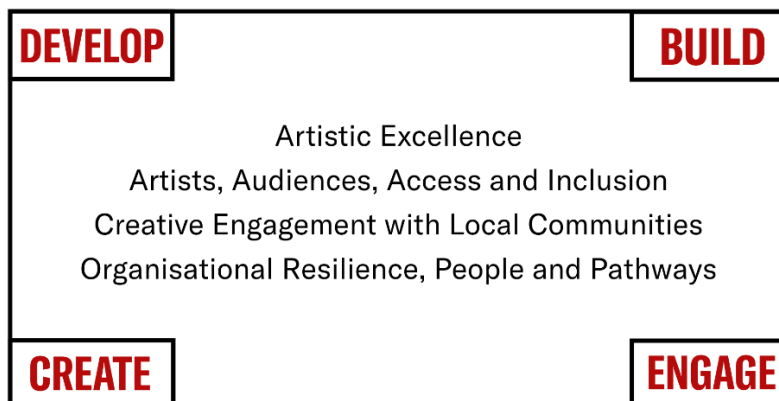
Kiln is **Open-hearted**. *We create together and build trust by being kind, empathetic and welcoming - acting with warmth and integrity.*

Kiln is **Enterprising**. *We think creatively and act resourcefully to generate opportunities to support and grow our artistic ambitions.*

Kiln is **Courageous**. *We are daring, willing to take creative risks and push boundaries to make meaningful and relevant work.*

Our values shape the way we work. They are key to unlocking our ability to ensure our work is accessible and relevant, that we make brave, bold choices, and that we maintain our integrity and empathy. They underpin the way we build and maintain our relationships with the artists, communities and audiences we make work with and for.

OUR PRIORITIES



KILN THEATRE

Kiln Theatre presents around six productions per year, many of these are commissioned and written specifically for this theatre or are programmed in collaboration with national or international companies.

Recent productions include Amit Sharma's critically acclaimed 5-star production of *Retrograde* by Ryan Calais Cameron, which transferred to London's West End, the Pulitzer Prize award-winning *English* by Sanaz Toossi (in association with the Royal Shakespeare Company), *Peanut Butter and Blueberries* (UK Theatre Award nominated for Best New Play) by Suhaiymah Manzoor Khan, *Two Strangers (Carry a Cake Across New York)*, which transferred to the West End and then to the American Repertory Theater in Boston after a record breaking run at Kiln, Roy Williams' critically acclaimed adaptation of *The Lonely Londoners* (now one of Kiln's top selling shows of all time), and the sell-out revival of *The Ministry of Lesbian Affairs* by Iman Quereshi.

CREATIVE ENGAGEMENT AT KILN

Our award-winning Creative Engagement programme aims to champion the imagination, aspiration and potential of the Brent community young and old. We invest in creating meaningful relationships with young people to inspire and encourage their creativity, their confidence and self-esteem. We work with older people to create a thriving community around our theatre.

KILN CINEMA & EVENTS

Our 291-seat cinema shows the best art-house and mainstream films alongside festivals and special Q&A screenings. In our cinema auditorium we also host a year-round programme of talks, Q&A's, book launches and special events with some of the country's top artists, entrepreneurs, academics and writers.

FUNDING

Our annual turnover is approximately £4 million. Kiln Theatre receives funding from Arts Council England as a National Portfolio Organisation. Additional income comes from box office ticket sales and other commercial revenue streams, with a final sum generated through fundraising.

THE ROLE

Title:	'Arrive Build Create' Project Assistant (Schools and Colleges)
Location:	Kiln Theatre, 269 Kilburn High Road, London NW6 7JR
Department:	Creative Engagement
Reports to:	Learning Producer
Contract:	Casual

Purpose and description of role

We are looking for an Arrive, Build, Create Assistant Project Assistant to join the team for the academic year September 2026 - April or July 2027. Arrive, Build, Create is a drama project, previously known as Minding the Gap, working within Brent schools and colleges, delivering creative sessions and outputs for young people newly arrived in the UK, which has been run by Kiln Theatre for over 20 years.

Arrive, Build, Create is a unique project providing a welcoming, creative and necessary space for the young people we work with to thrive. Kiln Theatre is often their first experience of creating and seeing theatre, supporting them to share their voices and realise their potential, regardless of challenges, barriers and precarity that they may be facing elsewhere in their lives.

"With drama lessons now I'm not shy. I speak English and I say what I think"

"I'm proud I learned some new words and said them onstage. I really enjoyed it and really want to do it again"

Participant Feedback

The Project Assistant will be responsible for the delivery of drama sessions with EAL students aged 14-18 and will support the administration and delivery of term/project end performance outputs. We are looking for practitioners whose creative practice is aligned with the mission of Kiln Theatre and the Creative Engagement department to bring unheard voices into the mainstream and create theatre for all.

What you'll do at Kiln Theatre

The aim of Arrive Build Create's weekly workshops is to facilitate a space for newly arrived young people to express themselves, develop friendships, learn new skills, and feel that their voices are heard. Outputs are designed to give the groups an opportunity to share their ideas and produce work that they are proud of. The Assistant Practitioner's key responsibilities and duties include:

1. Workshop planning

Complete all necessary preparation to ensure you facilitate inclusive, high-quality and engaging creative sessions and outputs. This includes:

- Planning each session in collaboration with the Director and Filmmaker (Schools) or College and Guest Practitioner (Colleges)
- Including a range of games/exercises to support:

- Participants with differing access requirements, levels of spoken and written English, Education and safeguarding requirements.
- Developing participants' confidence in spoken English through creative approaches.
- Participants to engage with Kiln Theatre and build their performance techniques, teamworking skills, sense of self pride and engagement with the arts.

2. Workshop Facilitation

Deliver each workshop session in collaboration with the Director. This includes:

- Facilitating an inclusive, energetic and engaging workshop atmosphere
- Working with the Director, Trainee and Guest Practitioner(s) to deliver planned workshop activities
- Assisting the direction of performance outputs (such as short films, live theatre performances and other sharings)
- Supporting participants in collaborative group work
- Managing participant behaviour with sensitivity and respect
- Providing pastoral support to participants as required
- Being open to feedback regarding your facilitation and prepared to adapt your approach

3. Communication and administration

Contribute to a culture of collaborative problem prevention and problem-solving by attending relevant meetings/events and reporting regularly to the Learning Producer. This includes:

- Attending a full day training and practice sharing and safeguarding sessions prior to project start
- Attending 1 planning and 1 debrief meeting per term with the Learning Producer, Arrive Build Create team and teachers
- Using Upshot to record attendance, participant information and termly evaluation
- Preparing workshop resources at least one week in advance and purchasing session refreshments
- Being proactive in communication with the Learning Producer; responding and communicating in an agreed time frame, completing and submitting all departmental processes such as debriefs and safeguarding procedures on the day of the session.
- Supporting the progress of Trainee Practitioners and ensuring there is space for them to develop their facilitation practice.
- Supporting Trainee Practitioners in termly mentoring sessions.
- Liaising with teachers in-session in order to best support the participants and Kiln Theatre's engagement with the school and/or college.

4. Safeguarding

Kiln Theatre has a commitment to safeguarding all participants. The Assistant will undergo a DBS check and reference check prior to the role commencing. The Assistant will be expected to read and adhere to Kiln Theatre's Safeguarding policies and ensure correct procedures are always followed, including record keeping and escalation. The Assistant will participate in annual obligatory safeguarding training.

About You (Person Specification)

You should have (essential):

- Experience working with young people with lived experience of migration, forced migration and/or with English as an additional language including participants who may have complex lives
- Enthusiastic about working within education and theatre settings
- Experience or understanding of creating original work with young people
- Excellent communication and interpersonal skills
- Enjoys being part of a team
- Excellent timekeeping and organisation skills
- Commitment to inclusion and equality of opportunity
- Willingness to have DBS check and training including safeguarding

Bonus if you have:

- Knowledge of area and communities local to Kiln Theatre
- Independent artistic practice, particularly directing, devising or writing
- Knowledge or fluency in key languages of the young people we work with (Arabic, Pashto, Dari, Spanish, Portuguese, Tigrinya, Amharic, Gujarati, Ukrainian)
- Lived experience of migration

This job description is a guide to the nature of the work required for this role and does not form part of the contract of employment.

Terms and Conditions

Contract: 1-3 days per week depending of the successful candidate's availability and suitability for the roles offered. Possible extension in connection with other Kiln Creative Engagement projects.

Start date: September 2026

Salary: £150 per day, £80 for attendance in training

HOW TO APPLY

Application forms can be downloaded at <https://kilntheatre.com/our-story/jobs/>.

Once the **Application Form** is completed please return, by the closing date, to:

Email: recruitment@kilntheatre.com



By Post: Recruitment, Kiln Theatre, 269 Kilburn High Road, London NW6 7JR

Closing Date: Midday on 19th June 2026

Interviews: First round Monday 29th June, Second round Monday 6th July

WHAT HAPPENS NEXT?

We plan to hold recruitment workshops on Monday 29th June. You will be asked to prepare a 10-minute exercise suitable for a group of 16–18-year-old EAL students. Second round interviews will be held on Monday 6th July where you will be asked to have prepared a workshop plan.

Please note that we are keen to ensure that this recruitment process is as open as possible so if you would prefer to submit a voice note or video instead of a completed application form, you are welcome to do so. If you wish to do this, please email your file to recruitment@kilntheatre.com.

If you have any questions about the role, or would like to find out more before applying, please contact Imogen Fletcher, Learning Producer, at imogenfletcher@kilntheatre.com or Romana Ffello, Head of Creative Engagement, romanafello@kilntheatre.com.

Standard class travel expenses will be reimbursed for candidates travelling to an interview from outside London, up to a maximum of £50. These should be agreed in advance. Please bring receipts for travel expenditure.