MJ THE MUSICAL - Chaperone Job Description

Job: Chaperone
Responsible to: Head Chaperone
Probationary Period: 12 weeks
Contract: Fixed Term. The position is full time and evening, and weekend work will be required. Performance schedule: Monday - Saturday evening performances (at 7.30pm) and 2.30pm matinees on Thursday and Saturday. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.
Start date: 15th January 2024
Location: Prince Edward Theatre, London

Requirements: All candidates must have the following:

- Valid chaperone license and relevant DBS (Disclosure and Barring Service) checks;
- Experience safeguarding, supporting and promoting the wellbeing of a child; and
- Two references of previous employment

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail oriented, strong communication and organization skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude, and a sense of humour.

KEY RESPONSIBILITIES

Responsibilities as a Chaperone for the Production will include all the services usually required a Chaperone for a first-class production of the scale of the Production, carried out to the highest professional standard.

For the avoidance of doubt, responsibilities may include but will not be limited to:

- Acting in loco parentis (in place of a parent) and therefore exercise the care which a good parent would be expected to give their child. The Chaperone's primary duty is to ensure health, safety and education of all children in their care and to ensure no child is discriminated against;
- Working in accordance with the Producer's Health and Safety, and Safeguarding Policy which may include working at height, using appropriate safety equipment and clothing;
- Working in compliance with local authority inspection and licensing requirements and ensuring that any issues are raised with the Head Chaperone or Children's Administrator and are logged in writing. Time sheets will be made available to Company Management;
- Recording injury, accident or illness with the Children's Administrator and Company Management at the earliest opportunity, to be reported to parents (and local authorities where relevant);

- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Attending all classroom sessions, rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required;
- Managing petty cash as directed by Head Chaperone and the timely uploading of any receipts to reconcile spend;

and any other duties as may be reasonably required in the course of your duties or as instructed by the Producer or General Managers from time to time.

To apply: please send a CV and a short covering letter outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and where you saw the advert in the subject line by **Monday 16th October 2023 at 10am**. Please note all applicants must have the right to work in the UK.

To assist with the shortlisting process, please save your CV as a pdf, with the file name "'First name' 'Last name' – CV".

We are committed to a workplace culture that embraces diversity and inclusion across all departments.