



JOB DESCRIPTION

Job Title:	Wac Arts Facilitator: Saturday Filmmaking and Podcasting Tutor
Duration:	Saturdays during term time from Saturday 20 th September 2025 until 11 th July 2026 Taught in 10-week blocks, for each of the 3 terms
Hours:	4.5 hours per week 09:45-11:15 (Filmmaking - ages 12 to 15) 11:30-13:00 (Podcasting - ages 12 to 15) 13:30-15:00 (Filmmaking – ages 12 to 15)
Payment:	£35 per hour (inclusive of holiday pay)
Reports to:	Programme Manager
Location:	Wac Arts, 213 Haverstock Hill, London, NW3 4QP

JOB SUMMARY

Wac Arts is seeking a dynamic and creative Filmmaking & Podcasting Tutor to deliver engaging and inclusive sessions to three groups of students (two Filmmaking groups for ages 7–11 and 12–15 years and one Podcasting group for ages 12–15) on **Saturdays, during term time, from 20th September 2025**. The tutor will inspire young people to explore storytelling through digital media, teaching technical skills in filmmaking, editing, sound, and podcast production, while promoting teamwork, confidence, and self-expression.

SUMMARY OF KEY RESPONSIBILITIES

The following sets out the key responsibilities and is not intended as an exhaustive list. The role will require other duties relevant to providing a high-quality service.

Quality

- Provide high-quality Filmmaking and Podcasting classes as part of the established Digital Arts programme; working with the Programme Manager to plan an exciting and enriching curriculum for the academic year
- Plan and deliver 90 minute lessons sessions, tailored to two age groups (7–11 and 12–15 years) and the two creative disciplines (Filmmaking and Podcasting) that support the growth and progression of the young people, ensuring the content is developmentally appropriate and creatively inspiring
- Create an inclusive and supportive classroom environment that encourages experimentation and collaboration
- Teach basic concepts in storytelling, scripting, camera work, lighting, audio recording, and editing
- Support students in planning, creating, and editing short films and podcast episodes
- Ensure all media projects reflect the voices and creativity of the young people involved
- Use accessible and age-appropriate software and equipment for film and audio production (e.g. iMovie, GarageBand, Audacity, Adobe Premiere) and teach students the skills and techniques to use this equipment and to create engaging content and products that can be published for audience consumption
- Encourage collaboration, teamwork, problem-solving, and creative expression in every session
- Prepare students for end-of-term sharings, presentations, screenings, or listening events showcasing their work
- Provide support and alternative techniques to encourage a diverse pool of knowledge and skillset
- Engage participants and encourage participants' retention
- Complete administrative tasks such as attendance registers, session plans, and evaluations.

Inclusion

- Create an inclusive environment, tailoring activity to meet the needs of all participants
- Assess participants' skill level, capabilities and limitations, and create lessons that are accessible and enriching
- Get to know participants and their individual needs and adaptations required
- Provide compassionate, clear and helpful feedback and advice to participants on their knowledge, skills and practice

Safety

- A good understanding of health and safety, equipment etiquette and maintaining a clean classroom environment is also expected. Including checking the area for safety and reporting any risks
- Ensure safeguarding, wellbeing, and inclusion practices are embedded into all teaching
- Ensure registers and any other relevant paperwork is completed for your activity and returned promptly to your line manager
- Report and record any issues surrounding accidents or injuries and safeguarding according to the Wac Arts Policy and procedures
- Actively feedback on any issues, equipment damage or complaints to your line manager

General

- Act as a positive advocate for Wac Arts at all times

PERSON SPECIFICATION

Candidates must have a clear understanding of and commitment to Wac Arts' mission, values and the objectives of the programme. Candidates will ideally possess and be able to demonstrate all or most of the following:

Skills and experience**Essential**

- Degree or alternative qualification in film/media, audio production, creative arts or related subject
- At least 1 years' experience in delivering Filmmaking and/or Podcasting classes for a range of different ages, including children and young people
- Confident using filming and recording equipment including cameras, microphones, and editing software (e.g. iMovie, GarageBand, Audacity, Adobe Premiere)
- Ability to teach both technical and creative theoretical aspects of digital storytelling
- Experience planning, managing and delivering short creative projects with young people
- Strong classroom and behaviour management skills
- Ability to adapt teaching methods for different age groups and learning styles
- A supportive and inclusive teaching approach
- Excellent communication and interpersonal skills with young people, colleagues, and parents/carers
- Understanding of safeguarding principles and child protection procedures

- Flexible approach to teaching and adapting classes to individual needs
- Ability to plan and design engaging and age-appropriate classes

Desirable

- Training in safeguarding of children and vulnerable adults
- First Aid certificate
- Enhanced DBS check (or willingness to undergo one via Wac Arts)
- Experience working in community or inclusive arts settings
- Experience with film editing and sound design to support animated projects

Attitude and approach

- A positive outlook
- Able to work respectfully
- An understanding of and commitment to equality, diversity and inclusion

This role requires an enhanced DBS clearance, or a willingness to undertake one. We will arrange this for the successful candidate.

Equality

As an equal opportunities' employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.

ABOUT WAC ARTS

Wac Arts is a charity driven by the needs of young people and the community for over 40 years. We have a commitment to those who face barriers to opportunity, using the infinite power of the arts to unleash the extraordinary potential of young people.

Based in the Old Town Hall, Belsize Park, London NW3, Wac Arts is an inclusive creative hub where young people build confidence, artists connect, and other arts and cultural organisations thrive. Sharing our home with a variety of building partners allows for boundless collaboration, creativity and opportunity for our young people and the community.

Our home reflects the diversity of our world and celebrates our heritage of performance and participation. Our community is bound by people who will stop at nothing to inspire young people through lifelong learning and the arts.