



## British Youth Music Theatre

### Role Description and Person Specification

<b>Title</b>	<b>Administrative Assistant</b>
<b>Responsible to</b>	Executive Producer or Head of Development
<b>Internal Relations</b>	<ul style="list-style-type: none"><li>• Executive Producer, Associate Producer, Head of Development, Admissions Manager, Marketing Manager, Marketing Officer, Finance Officer, Welfare Manager</li><li>• Young people on company projects and their families</li></ul>
<b>External Relations</b>	<ul style="list-style-type: none"><li>• Companies and private individuals</li><li>• Young people and their parents</li><li>• Existing or potential funders</li></ul>
<b>Role</b>	<p>BYMT's Administrative Assistant will assist with the day-to-day operations of the organisation, including the Office and the Production, Marketing and Development teams. Duties will include:</p> <p><b>GENREAL OFFICE</b></p> <ul style="list-style-type: none"><li>• General administration and support to BYMT staff (e.g. dealing with email/phone enquiries, office post, scheduling meetings).</li><li>• Maintaining the CRM (Act!) database (e.g. inputting data from the website to database every week).</li><li>• Recording minutes at production/other office meetings.</li><li>• Helping to ensure that ALL data is up to date (e.g. project files &amp; folders and Act! records.)</li><li>• Using and maintaining the franking machine (e.g. franking mail, ordering ink, updating credit).</li><li>• Using and maintaining the photocopier (e.g. large print jobs, ordering ink liaising with technicians if required).</li><li>• Maintaining office supplies (e.g. ordering stationery, etc.)</li><li>• Keeping the office organised and tidy.</li><li>• Attendance at BYMT activities: Rehearsals, shows, fundraisers.</li></ul> <p><b>PRODUCTION</b></p> <ul style="list-style-type: none"><li>• Assisting the Associate Producer on pre-production primarily related to our Easter and Summer seasons of shows and camps. This will include editing/sending out contracts, helping to build contact sheets, managing schedules and editing/organising scripts and scores along with other administrative tasks.</li><li>• Assisting with the general management of each of our BYMT projects when they are up and running.</li><li>• Helping prepare for BYMT public and online auditions.</li></ul>

## MARKETING

- Assisting the Marketing team in the delivery of campaigns for BYMT's activities.
- Assisting with maintaining BYMT's digital channels, including writing copy and preparing content for website.
- Researching specific target markets (e.g. new schools for BYMT's Discover Musical Theatre)

## DEVELOPMENT

- Desktop research (e.g. potential funders/sponsors)
- Working with the team on a fundraising events.

### **Person Specification**

We are looking for an enthusiastic and creative individual with strong communication skills and an eye for detail, to assist with the day-to-day running of the office.

### **Qualifications/Experience**

- Good all-round level of education preferably up to degree level.
- Some experience of working with databases is useful.

### **Skills and Attitude**

- A keen interest in the arts.
- Interest in and knowledge of arts institutions and the UK theatre industry.
- Proficient in Microsoft Office – Word and Excel and Adobe Photoshop.
- Excellent written English.
- Excellent communication and organisation skills.
- Enthusiastic and hard-working with excellent attention to detail.
- Independent, can follow own initiative.

### **Desirable**

- Interest in/knowledge of musical theatre and the arts.
- Previous experience of working in an office environment and administrative skills.
- Some experience of working in an arts / cultural organisation or in a marketing or fundraising role.

### **Ability/Disposition**

- Good people skills and be a team player.
- The ability to work on their own initiative.
- A rapport with a variety of people including young people, their parents, theatre staff and teachers.
- Good time management.

### **Motivation**

- Genuine interest in young people.
- Love of the arts and the benefits they can bring to young people.

**Terms and conditions**

**Salary:** £11.05/hour (London Minimum Wage)

**Start and finish dates:** January to December 2022

**Duration:** 12 months

**Probationary period:** 8 weeks

**Place of work:** BYMT, Mountview, 120 Peckham Hill Str, London SE15 5JT

**Hours of work:** 37.5 hours per week. Works days/times to be confirmed.

**Out of office:** On occasion you may be expected to stay on BYMT residential courses, and encouraged to attend other BYMT activities.

**Holidays:** 20 days

**Presentation:** Casual in the office, smart for occasional events/meetings.

**Recruitment process**

Potential applicants can apply for the position through the job centre, [A New Direction](#) or BYMT's own [website](#). If you have any questions for BYMT directly please email it to [theoffice@bymt.org](mailto:theoffice@bymt.org).

Please inform us if you have any other access needs or requirements.

**Interviews will be scheduled during the 2 weeks after any advertised closing date.**

British Youth Music Theatre is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.