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**Job Description and Person Specification**

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| Title | Admissions Manager (Theatrical Courses) |
| Responsible to | Executive Producer |
| Responsible for | Intern/work experience (when available) |
| Internal Relations | Head of Development  Finance Officer  Welfare Manager |
| External Relations | Young people on BYMT residential courses  Parents and Carers  Creative, technical and pastoral staff on YMT courses  Teachers and schools  Suppliers  Freelance creative staff |
| Role | The Admissions Manager post is a full-time post within the Operations Department. This post is a critical one within our organisation. It oversees the recruitment of young people through auditions and other open access means onto our annual programme of courses and theatre productions. The total number of young people participating annually is in the region of 700 and growing. As well as recruitment the post holder is responsible for ensuring payment of course fees, maintaining liaison with parents and young people and relaying key pastoral issues to the Welfare Team. |
|  | Specific tasks include:   * Acting as first point of contact for parents and YP * Planning and administering the February Auditions tour and other online Auditions through the year * Collating application data from website and google docs * Preparing young people’s applications for the casting teams * Sending out offer letters to young people and their parents * Enrolling young people onto all BYMT courses and preparing all the necessary paperwork for courses and productions * Liaising with parents/carers where family problems (including family breakdown, bereavement, severe financial pressures) make participation difficult or stressful * Setting up payment schemes and direct debits * Ensuring payment of all course fees on time * Liaising with Finance on late payments or likely defaults * Preparing data regarding YP for all Planning and Production meetings * Attending all production meetings * Liaising with the Development Department and managing the BYMT Bursary Programme * Attending company productions and acting as an ambassador to parents, bursary funders and current and potential partners * Overseeing the organisations monitoring and evaluation processes   Additional tasks include   * Recruitment of work experience placements * Coordinating the Trinity exams including entering all courses, writing up examiners notes and circulating, sending certificates to YP * Annually review young people’s paperwork * Work with Development and Marketing departments regarding statistics on participants of BYMT activity |
| Terms and conditions | Probationary period 5 months.  Salary - £26-30,000 p.a. depending on experience.  Office hours – 9.30 am to 6.00 pm although the company is flexible in its approach to working hours.  **Most of BYMT’s courses take place during school holidays and as a result, annual leave is generally not allowed during the period 15 July to 1 September.**  Occasional evenings and weekends will be required and time off in lieu will be granted for additional hours worked.  The postholder will be entitled to four weeks (20 days) annual paid holiday.  The postholder will be encouraged to attend BYMT activities and projects which will, almost always, be in addition to the normal working hours. These will take place principally during the summer holiday period and could be anywhere from Aberdeen to Plymouth. Travel expenses, accommodation and food allowances will be made available on these occasions.  Presentation – casual in the office but formal for meetings with funders/parents and other partnering organisations. |

**Person Specification**

British Youth Music Theatre (formally Youth Music Theatre UK) is seeking an Admissions Manager with demonstrable experience in the educational, pastoral care or entertainment industries. This is an exciting opportunity for a professional with a combination of strong administrative and IT skills and good people management. It forms part of the energetic and talented team that supports this amazing national charity.

We are open to applications from candidates with a wide range of experience and a significant track record in administration and management. The post requires of the candidate methodical working, clear communication, excellent organisational and time management skills and an engaging personality. They also need to be either conversant with or quickly capable of acquiring skills in IT systems including the backend of our website database, the company database, various Google docs, a variety of Excel spreadsheets and various payment systems such as Paypal, Direct Debits, etc.

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The successful candidate will join a small team of staff in our new South East London offices at Mountview Academy in Peckham. The Academy houses 500 students and is a busy hub for all types of theatre courses. Past BYMT staff now work in major arts venues including the Globe, English National Ballet, National Gallery, English National Opera and Sadler’s Wells, in other charities such as The Clink and Anthony Nolan Trust, and within the political world including 10 Downing Street!

Peckham is reached via Overground from Kings Cross, London Bridge and Victoria or by a 15 minute bus ride from Elephant and Castle underground.

**Qualifications/Experience**

* Good all round level of education preferably up to degree level;
* A minimum **5 years** relevant experience of administrative systems;

**Skills and Attitude**

* Strong administrative skills
* Rapid acquisition of new data and IT skills
* Excellent communication and writing skills
* Ability to build relationships with parents and young people principally over the phone and by email
* Confidence in your own ability
* Persistence in pursuing outstanding course fees
* The ability to show empathy, especially to families in distress
* Excellent time management skills

**Ability/Disposition**

The post holder will need to have:

* 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
* An understanding of issues affecting young people and their parents
* A knowledge of and interest in theatre
* Excellent planning skills and good time management
* The ability to prioritise tasks and work under pressure
* Available to work away from home for brief periods during school holidays

**Motivation**

* Genuine interest in young people
* Love of the arts and the benefits they can bring to young people
* Ambition to grow the company at a significant point in its development.

**Recruitment process**

Potential applicants should complete the application form and email it to [mail@bymt.org](mailto:mail@bymt.org) by **Sunday 3 October 2021.**

**Interviews Tuesday 5, Wednesday 6 and Thursday 7 October.**

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

**Starting date: October/November 2021.**

British Youth Music Theatre is committed to equality of opportunity in all its employment practices, policies and procedures. To this end, within the framework of the law, we are committed as far as possible to achieving and maintaining a workforce that broadly reflects the local community within which we operate. No employee or potential employee will therefore receive less favourable treatment due to their race, creed, colour, nationality, ethnic origin, religion, sex change, sexual orientation, marital status, connections with a national minority, membership or non-membership of a trade union or, disability and age unless justifiable.

<https://britishyouthmusictheatre.org/>

[**British Youth Music Theatre** | Mountview | 120 Peckham Hill St | London SE15 5JT](http://www.britishyouthmusictheatre.org/)

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