



Job Description and Person Specification

Title	Admissions Manager (Theatrical Courses)
Responsible to	Associate Producer
Responsible for	Interns (as appropriate)
Internal Relations	Executive Producer Head of Development Marketing Manager/Marketing Officer 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
- 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
- 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

This post is a full time fixed term maternity-cover contract. Probationary period 6 months.

Salary - £24-28,000 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.

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 selected BYMT activities and projects which will, almost always, be in addition to the normal working hours. Travel expenses, accommodation and food allowances will be made available on these occasions.

Presentation – casual in the office but formal for meetings with funders 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. The post is a maternity cover and is likely to be for a fixed term of at least 15 months. 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.

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
- 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 and 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 by **Sunday 22 March 2020**.

Interviews Tuesday 24, Wednesday 25 and Monday 30 March.

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

Starting date: April 2020.

The current incumbent goes on maternity leave from 15 May and we believe this post needs the maximum amount of handover possible.

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/>

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