



Job Description

Audition Administrator

Role

The Audition Administrator post is a temporary, freelance post within the Operations Department. The Audition Administrator will assist the creative team during the BYMT Auditions Tour in February 2020. This will include travelling and staying with the Creative team over up to 4 weekends.

Duties shall include, but not be limited to:

- Welcoming and registering young people and their parents.
- Producing labels for auditionees.
- Ensuring the smooth running of auditions.
- Purchasing refreshments on behalf of the creative team using petty cash.
- Be able to either print off weekly audition paperwork at home or visit the office to pick up printing.
- Ensuring the creative team keep to the audition schedule.
- Assuring the safety of young people during their audition working within BYMT safeguarding guidelines.
- Have a good knowledge of BYMT projects in order to answer questions from parents.
- Have passed a DBS check in the past 2.5 years (BYMT can arrange this for you)
- Ability and willingness to visit the BYMT office before and after each audition weekend to access necessary equipment relating to the tour.

Term and Conditions

Fixed term freelance contract (3-4 weekends during Feb 2020 by negotiation).

Fee - £85 per day, £50 for Friday traveling

Travel – BYMT will organise all travel

Hours – Audition days will run from 9am to 6pm. You may often be required to travel on the Friday evening to ensure you are ready to start on the Saturday, then travel on a Saturday evening to be ready for the Sunday auditions, returning home on the Sunday evening.

Presentation – smart casual.

To apply, please complete a [BYMT application form](#) and return to mail@bymt.org

Applications open until – **10am Friday 3 January 2020**. Interviews will be arranged as and when suitable applications are received.