



British Youth Music Theatre Job Description and Person Specification

TITLE SECRETARY TO THE TRUSTEES

Responsible to Chair of trustees

Internal Relations

- Executive Producer,
- Deputy Chief Executive,

Role **British Youth Music Theatre** (BYMT) is the UK's leading music theatre company for young people aged 11-21. Supported by Arts Council England, we specialise in creating brand new musical theatre. Each year we create at least eight new shows across the UK performed by talented young people drawn from a national auditions tour. We work with leading industry professionals and support emerging artists.

BYMT is seeking a volunteer secretary to their Board of Trustees, who meet every three months, to take notes and produce minutes. This is a good opportunity for someone interested in and gaining experience working with a board of trustees in the charity sector, giving back to the community and learning about a fantastic national charity which gives musical theatre training and performance opportunities to over 750 children each year.

The secretary to the trustees would ideally have some experience in note-taking and producing minutes to a high standard, have good English language and communications skills, be interested in Musical Theatre and education, have a friendly and empathetic nature and be reliable.

The volunteer will gain from this volunteering opportunity, giving back to the arts world, gaining experience of how a board of trustees of a charity works, playing an integral part in helping to run a successful charity. The secretary will be able to claim reasonable travel expenses

Main duties Responsibilities will include:

- Attending 4 trustee meetings per year;
- Take notes of relevant discussions, action points and agreements;
- Produce minutes of each meeting at least 2 weeks after each meeting;

Working with young people Since meetings may involve discussions around young people, the post holder will be required to undertake a Disclosure and Barring Service (DBS) check.

Terms and conditions **Salary/fee** – this is a voluntary post in line with all BYMT trustees. Reasonable travel expenses may be payable.
Location – trustee meetings are generally held either in Central London or at the BYMT offices in Peckham.
Hours of work: Meetings are held at 6.30pm and last less than 2 hours

Person Specification

- Good all round level of education;
- Some experience of working in education, theatre, music and/or the charity sector;
- A keen interest in musical theatre and the arts
- Excellent written English with experience of minute taking
- Enthusiastic and hard-working with excellent attention to detail

Recruitment process

Potential applicants should send their CV with a covering email to Royce Bell (Chair of Board) c/o mail@bymt.org

Phone interviews will be scheduled at a mutually convenient time.

Start date: Jan 2019.

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.

