



British Youth Music Theatre Job Description and Person Specification

TITLE

Logistics Coordinator (Freelance/Fixed Term)

Responsible to

Associate Producer

Internal Relations

- Creative teams on all BYMT projects: Director, MD, Choreographer, Designer etc.
- Executive Producer, Deputy Chief Executive, Programmes Administrator, Marketing Manager, Finance Officer
- Board of Trustees (responsible for corporate governance and approval of key policies)
- Young people on company projects

External Relations

- Partnering organisations
- Venues
- Suppliers

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.

This pivotal role within the BYMT team is responsible for assisting with the smooth logistical running of 8 shows and 10 summer courses. With the use of a BYMT hire van, the postholder will deliver a range of kit (keyboards, drum kits, bulk t-shirts, set, props) to and from various theatre and accommodation venues across the UK. When not transporting kit the postholder will get involved in productions helping with technical aspects such as lighting (you might become a follow-spot operator) or stage management. You will also be responsible for keeping the BYMT store in tidy order.

The post's responsibilities will encompass more than just the 7 weeks in the summer, starting with an initial meeting with the BYMT production team and will include planning of tasks during the 7 week post.

Main duties

Responsibilities will include:

- Ensuring kit arrives in time to all projects and courses (across the country), driving packages to and from the BYMT office in Peckham using a BYMT hire van,
- Liaison with Production Managers on each show on their technical/logistical requirements and help required during each project,
- Assisting with get-in and get-out of as many shows as possible,
- Assist with the timely return of BYMT equipment to the BYMT store/office and ensuring that loan equipment is left tidy and equipment in full working order,
- Taking responsibility for their own schedule, planning best use of time.
- Where time permits, assist with shows with sound/lighting/marketing as required,
- To ensure adherence to the company's policies and procedures with particular reference to race equality, diversity and health and safety
- To work collaboratively with team members and other colleagues to meet the companies aims and objectives
- To work in a flexible manner and to undertake other duties as reasonably requested
- To supervise volunteers and casual staff when appropriate

Person Specification

The post holder will need to have:

Qualifications

- Good all round level of education
- A clean, full valid UK driving license that covers category B
- Ability to drive a transit or Luton sized van

Experience

- An understanding of the technical aspects of the theatre;
- Excellent organisational abilities;
- A rapport with young people, their parents, related organisations;
- Good oral and written communication skills;
- Experience of working with multiple teams and/or complex projects;
- Ability to work in high pressure environment and prioritise accordingly.

Desirable Skills

- Training in stage/company management
- Training in Health and Safety
- Stage/props/scenery construction
- PC skills, particularly Word and Excel

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, theatre staff
- A knowledge of and interest in theatre
- Excellent planning skills and good time management
- Available to work away from home for much of the 7 weeks
- Able to manage their time effectively
- Able to have constructive engagement with creative teams

Working with young people

The postholder will have a close working relationship with young people across the UK. The postholder will be required to undertake a Disclosure and Barring Service (DBS) check, the cost of which, in line with all freelance staff, will be deducted from their fee.

Terms and conditions

Salary/fee – £3500 for 7 weeks; plus accommodation (possibly shared) when away from London and travel allowance or use of BYMT hire van

Dates of work – 17th July – 3rd September 2019

Time of work – work will be a mixture of times, some antisocial, in order to fulfil the responsibilities of the position, equivalent to a full-time week of 37.5 hours

Place of work – work will take the candidate across the UK working out of the BYMT office in Peckham

Presentation – casual with appropriate PPE

Applications

Please complete a BYMT Application form and return it to Jenny Wilkinson (Associate Producer) at jennywilkinson@bymt.org before 3rd June.