



## British Youth Music Theatre

### Role Description and Person Specification

<b>Title</b>	<b>Office Assistant</b>
<b>Responsible to</b>	Creative Director or Head of Development
<b>Internal Relations</b>	<ul style="list-style-type: none"><li>• Creative Director, Associate Producer, Head of Development, Admissions Manager, Marketing Manager, Marketing Officer, Finance Officer, Welfare Manager</li><li>• Young people on company projects and their families</li></ul>
<b>External Relations</b>	<ul style="list-style-type: none"><li>• Companies and private individuals</li><li>• Young people and their parents</li><li>• Existing or potential funders</li></ul>
<b>Role</b>	<p>BYMT's Administrative Assistant is an integral part of the office team, as the main port of call for external queries and a link between all departments for day-to-day operations (the Office and the Production, Marketing and Development teams). Duties will include:</p> <p><b>PRODUCTION</b></p> <ul style="list-style-type: none"><li>• Assisting the Associate Producer on pre-production primarily related to our Easter and Summer seasons of shows and camps. This will include editing/sending out contracts, helping to build contact sheets, managing schedules and editing/organising scripts and scores along with other administrative tasks.</li><li>• Assisting with the general management of each of our BYMT projects when they are up and running.</li><li>• Helping prepare for BYMT public and online auditions.</li></ul> <p><b>OFFICE</b></p> <ul style="list-style-type: none"><li>• General administration and support to BYMT staff (e.g. dealing with email/phone enquiries, office post, scheduling meetings).</li><li>• Maintaining the CRM (Act!) database (e.g. inputting data from the website to database every week).</li><li>• Recording minutes at production/other office meetings.</li><li>• Helping to ensure that ALL data is up to date (e.g. project files &amp; folders and Act! records.)</li><li>• Using and maintaining the franking machine (e.g. franking mail, ordering ink, updating credit).</li><li>• Using and maintaining the photocopier (e.g. large print jobs, ordering ink liaising with technicians if required).</li><li>• Maintaining office supplies (e.g. ordering stationery, etc.)</li><li>• Keeping the office organised and tidy.</li><li>• Attendance at BYMT activities: Rehearsals, shows, fundraisers.</li></ul>

## MARKETING

- Assisting the Marketing team in the delivery of campaigns for BYMT's activities.
- Helping to maintain BYMT's digital channels, including writing copy and preparing content for website.
- Researching specific target markets (e.g. new schools for BYMT's Discover Musical Theatre)

## DEVELOPMENT

- Desktop research (e.g. potential funders/sponsors)
- Working with the team on a fundraising events.

### **Equality of opportunity**

BYMT is committed to creating an inclusive culture in all its activities; equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We are particularly keen to hear from people from global majority backgrounds and from candidates who self-identify as disabled as they are under-represented in our workforce.

### **Person Specification**

We are looking for an enthusiastic and creative individual with strong communication skills and an eye for detail, to assist with the day-to-day running of the office. This is a new role within BYMT; we are looking for a person with dynamism and forward-planning, who can really make the role their own.

### **Qualifications/Experience**

- Good all-round level of education, degree-level is preferred but not required.
- Some experience of working with databases is useful.

### **Skills and Attitude**

- A keen interest in theatre.
- Proficient in Microsoft Office – Word and Excel and Adobe Photoshop.
- Excellent written English.
- Excellent communication and organisation skills.
- Enthusiastic and hard-working with excellent attention to detail.
- Independent, can follow own initiative.

### **Desirable**

- Previous experience of working in an office environment and administrative skills.
- Some experience of working in an arts / cultural organisation or in a marketing or fundraising role.

### **Ability/Disposition**

- 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.
- Good time management.

### **Motivation**

- Genuine interest in young people.
- Love of the arts and the benefits they can bring to young people.

**Terms and conditions**

**Salary:** £11.05/hour (London Minimum Wage)

**Duration:** 12 months, with the possibility of being made a permanent position.

**Probationary period:** 8 weeks

**Place of work:** BYMT, Mountview, 120 Peckham Hill Str, London SE15 5JT

**Hours of work:** 37.5 hours per week. Works days/times to be discussed at interview.

**Out of office:** On occasion you may be expected to stay on BYMT residential courses, and encouraged to attend other BYMT activities.

**Holidays:** 20 days

**Presentation:** Casual in the office, smart for occasional events/meetings.

**Recruitment process**

Potential applicants can apply for the position through BYMT's own [website](#). If you have any questions for BYMT directly please email it to [mail@bymt.org](mailto:mail@bymt.org).

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

**Interviews will be scheduled during the 2 weeks after any advertised closing date.**

British Youth Music Theatre is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.