



## British Youth Music Theatre Job Description and Person Specification

<b>Title</b>	Production Assistant
<b>Responsible to</b>	BYMT's Producer and Creative Director
<b>Internal Relations</b>	<ul style="list-style-type: none"><li>• Development, Marketing, Finance and Young Company departments</li></ul>
<b>External Relations</b>	<ul style="list-style-type: none"><li>• Freelance Creative and Stage Management Staff</li><li>• Young people on company projects</li><li>• Partnering organisations</li><li>• Existing and potential funders</li><li>• Venues &amp; Suppliers</li></ul>
<b>Role</b>	<p>This is a fantastic opportunity for someone with little or no experience of working in theatre production, keen to pursue a career in this sector.</p> <p>The candidate will work across various departments, learning about every aspect of theatre production, as well as our work as an educational youth charity. During their time in the role candidates will have the chance to specialise in areas where they show particular interest or ability.</p> <p>The Production Assistant will particularly support the <b>Producer</b> in their work, to ensure the delivery of BYMT's main artistic programme, including up to 10 new theatre productions and residential skills courses.</p> <p>The role also involves internal administrative tasks, working with other departments. Duties shall include, but not be limited to:</p> <ul style="list-style-type: none"><li>• Writing and distributing contracts to creative and technical staff</li><li>• Interviewing, hiring and generally overseeing the Creative Work Placement scheme</li><li>• Looking after the prop and costume stores for the company</li><li>• Organising and preparing for Production meetings</li><li>• Shadowing the Producer during meetings</li><li>• Liaising with venues/theatres and technical staff over hires</li><li>• Assisting with read-throughs and rehearsals as required</li><li>• Printing scripts, scores and cast lists</li><li>• Updating database with staff details</li><li>• Using the database and Excel to manage production information</li><li>• Updating guest lists and ensuring invitations are sent out</li><li>• Supporting with monitoring production budgets and spend across all productions</li><li>• Assisting with theatre productions and projects as required</li><li>• Helping to source external practitioners</li></ul>

### **Inclusivity Statement**

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 someone who is helpful and keen to learn. People who are creative in some way, with good communication skills and solid attention to detail would do well in this role. The right candidate could go on to a job in the theatre industry or transfer the experience to other roles in production, such as in tv, film or music.

### **Qualifications/Experience**

- Good all-round level of education is preferable, but not essential
- Some experience of music or drama

### **Skills and Attitude**

- An interest in music and/or the arts and working with young people
- Able to represent BYMT and follow the company code of conduct
- Adaptable, determined and able to work well under pressure
- Confident use of IT and able to work online effectively and responsibly (IDEAL not essential)
- Able to use Microsoft Office (Word and Excel - IDEAL not essential)
- Good communication (including clear written English) and organisation skills
- Enthusiastic and hard-working with excellent attention to detail
- Can work independently with some supervision

### **Desirable**

- Interest in or knowledge of music theatre, creative writing and/or the arts
- Previous experience of working in an office environment and administrative skills
- Some experience of working in an arts/cultural organisation or in a creative role

### **Ability/Disposition**

- Good people skills and ability to work in a team
- To be able to get on with a variety of people: young people, parents, theatre staff, teachers
- Good time management

### **Motivation**

- Love of music and the arts
- Genuine interest in young people and helping them to fulfil their potential
- Someone who wants to work in production – theatre, music, tv, film

**Terms and conditions****Salary:** £11.95/hour (Current London Minimum Wage)**Start and finish dates:** January to December 2024**Duration:** 12 months**Probationary period:** 6 weeks**Place of work:** BYMT, Mountview, 120 Peckham Hill Str, London SE15 5JT**Hours of work:** 25 hours per week. Works days/times to be confirmed and FT through June, July and August.**Out of office:** On occasion, you may be expected to stay on BYMT residential courses, and encouraged to attend other BYMT activities.**Holidays:** 13 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).

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 people, those from minority communities and people with disabilities.