



**BRITISH  
YOUTH  
MUSIC  
THEATRE**

# **PRODUCTION ASSISTANT RECRUITMENT PACK**



Supported using public funding by



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# CONTENTS

<b>ABOUT BYMT</b>	<b>2</b>
<b>WHAT IS THE ROLE?</b>	<b>4</b>
<b>RESPONSIBILITIES</b>	<b>4</b>
<b>WHO SHOULD APPLY?</b>	<b>6</b>
<b>WHY WORK FOR BYMT?</b>	<b>7</b>
<b>WHAT DO I NEED TO KNOW?</b>	<b>8</b>
<b>HOW DO I APPLY?</b>	<b>9</b>

## ABOUT BYMT

British Youth Music Theatre is a national performing arts education charity and the largest commissioner of new musicals in the UK. Every year we engage around 2000 eleven to twenty-one year-olds in our auditions, workshops, Young Company and projects; BYMT helps young people and developing artists to navigate and further their training and careers in the arts. As an **Arts Council England National Portfolio Organisation** and **National Youth Music Organisation**, we ensure that youth voice is at the heart of everything we do.

BYMT's mission is to create opportunities for young people and early career creatives from all backgrounds to develop theatre skills and enhance wellbeing, through the collaborative and inclusive process of making original music theatre.

BYMT's vision is to transform perceptions of musical theatre, be the leading voice in youth music theatre and be internationally recognised as the UK's most prolific creator of new musicals.

## OUR VALUES

- Being inclusive and making everything we do accessible
- Taking responsibility for developing and nurturing collaborative processes
- Inspiring environmental responsibility within our staff and young people
- Creating space for young people and artists to value their voices
- Committing to making new work through new approaches

## BYMT AT 20

This year we are celebrating BYMT's 20th anniversary; since 2004, we have commissioned and produced over 120 new music theatre shows and trained over 16,000 young people, with alumni including Ed Sheeran, Sam Smith, Lauren Samuels, Charlotte Ritchie, Dean Johnson, Grace Mouat, Lucy Griffiths, Luke Sheppard, and Bradley Jaden. Each year we work with leading industry professionals and develop emerging artists through creating and delivering 7 new musicals in professional venues and 7 development camps and projects, such as a highly successful collaboration with Candoco Inclusive Dance Company. Our Young Company of performers and musicians is drawn from national auditions, both live and online, and school workshops.

All of the shows in the 2024 programme are new pieces of work, chosen by the Young Company Panel and showcasing the range of work that BYMT creates, from folk musicals to punk rock to electronic scores. Four shows are at venues that are partners and friends - Birmingham Hippodrome, New Wolsey Ipswich and The Lyric Belfast and we are excited to be visiting theatres for the first time that care as much about new musicals and young people as we do; Octagon Bolton, Northcott Exeter and Southwark Playhouse Elephant in London.

## FUTURE PLANS

BYMT is part of the Arts Council England's Transfer Programme. Last year we went through an extensive feasibility study with the Board, staff team, external consultants and our young people, which resulted in a decision to move our Head Office to Leeds, where we already have strong relationships with Leeds based colleges, arts organisations and artists. Whilst a small office will be maintained in London, the focus of the Company will be Leeds, which locates us at the heart of the UK; our work will remain national and international and we will keep building partnerships in Southwark, whilst also finding new connections across West Yorkshire.

BYMT's main office is now in Leeds at Yorkshire Dance and we are in discussion with our partners, Leeds Conservatoire about a future capital project in the city. Our Creative Director, Emily Gray, will be moving to Leeds and we now have a new team of staff around her to develop BYMT's presence, projects and partnerships in our new home. We are ambitious for the inclusivity, quality and profile of the company to grow.

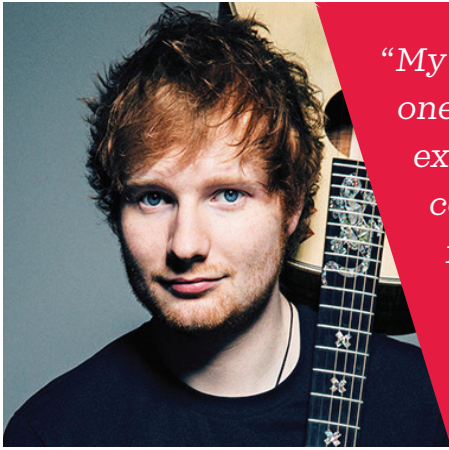


## WHO WOULD I BE WORKING WITH?

The line manager for this role is BYMT's Producer. The role will be based in our London Office which is also the home to our Outreach & Welfare Manager and our Casting & Young Company Manager. The team in London will collaborate with the Leeds team (Marketing Manager, Marketing Assistant and Head of Development) and every other month the whole team will meet in person in Leeds, London or Birmingham.

Outside of the staff team, there will be work with:

- Freelance Creative and Stage Management Staff
- Young people on company projects
- Partnering organisations
- Existing and potential funders
- Venues and suppliers



*“My experience with British Youth Music Theatre was a good one. I made some friends that I still keep in touch with now. The experience has helped me with what I’m doing now through confidence, I think. You come to know about getting up in front of people. Now I can step on stage in front of tens of thousands.”*

**ED SHEERAN**

BYMT Alumni & Patron

## WHAT IS THE ROLE?

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. Over the past two years, this has been funded by the Mackintosh Foundation and supported by staff at Cameron Mackintosh Limited.

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.

The Production Assistant will particularly support the Producer in their work, to ensure the delivery of BYMT’s main artistic programme, including up to 10 new theatre productions and residential skills courses.

The role also involves internal administrative tasks alongside working with other departments.

## RESPONSIBILITIES WILL INCLUDE:

### PRODUCTION

- Writing and distributing contracts to creative and technical staff
- Interviewing, hiring and generally overseeing the Creative Work Placement scheme
- Looking after the prop and costume stores for the company
- Organising and preparing for Production meetings
- Shadowing the Producer during meetings
- Liaising with venues/theatres and technical staff over hires
- Assisting with read-throughs and rehearsals as required
- Printing scripts, scores and cast lists

- Updating database with staff details
- Using the database and Excel to manage production information
- Updating guest lists and ensuring invitations are sent out
- Supporting with monitoring production budgets and spend across all productions
- Assisting with theatre productions and projects as required
- Helping to source external practitioners

## OTHER

- Ensure adherence to the company's policies and procedures with particular reference to safe guarding, inclusivity and health & safety.
- Work collaboratively with team members and other colleagues to meet the company's aims and objectives.
- Work in a flexible manner and undertake other duties as reasonably requested.

## WHO SHOULD APPLY?

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 AND 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)

“Over the years, BYMT has become an integral part of my training, and I know I wouldn’t be where I am now without it. It is so inspiring to work alongside the industry professionals within our creative production, and pastoral teams. They show us the resilience, innovation and generosity that is needed to sustain a healthy career in the arts.”

**BYMT PARTICIPANT**  
2023 Season



- 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 art
- 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

**If you don’t have everything listed here, but believe you have demonstrable experience that could be taken into consideration, please apply.**

**This position includes a certain amount of weekend and evening working and all office staff have to available to work during school holidays.**

## WHY WORK FOR BYMT?

- We are a friendly and inclusive team - with 9 members of staff we work collaboratively to deliver our activities.
- There is great variety in our work as the cycle of the year evolves through different projects.
- We work closely with young people, listen to their creative choices and nurture their futures.
- We influence the vocational paths of many young people, helping to guide them towards the most rewarding pathway for each individual.
- Our projects have the potential to transform the culture of the performing arts - our young people experience inclusivity, collaboration and safeguarding as a fundamental part of making theatre.
- Our ever growing and diversifying group of freelance artists is inspiring, fun, creative, caring and a joy to work with.
- It's an exciting time to join as the company moves its headquarters, starts a fresh in making new partnerships from the centre of the UK.
- BYMT is a caring employer with clear values and systems in place to ensure staff, freelancers and young people are supported and able to do their best possible work.
- Staff have opportunities to be creative outside of their roles, such as the Casting & Young Company Manager writing a BYMT show - professional development and well-being are considered in regular staff reviews.
- Making new work means we are always talking to writers and composers, seeking out and listening to new ideas, developing artists and trying to change the landscape of new musicals by questioning and redefining what a musical can be.
- We welcome everyone and encourage and enable young people and adults to be the best versions of themselves.
- We are working hard to be inclusive and follow the highest standards of safeguarding.





## WHAT DO I NEED TO KNOW?

**Salary/fee** – this is a fixed term position, remunerated at current London Living Wage level of £13.85 per hour.

**Probationary period** – 6 weeks.

**Contract** – This is a fixed term position from January-December 2025.

**Place of work** – British Youth Music Theatre office, Mountview, 120 Peckham Hill Street, London, SE15 5JT with the need to travel for staff meetings at least once every two months and around the UK to projects during the BYMT season.

**Hours of work** – 30 hours per week, work days/times to be confirmed and full time (37.5 hours p/w) 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** – The post holder will be entitled to 17 days plus bank holidays paid holiday and time off in lieu for weekends worked as required. Most of BYMT's courses take place during school holidays and as a result, holidays are generally not allowed during the period 15 July to 1 September.

**Pensions** – BYMT operates a workplace pension scheme through NEST.

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

## HOW DO I APPLY?

If after reading this you are still interested in applying, please complete the application form and send it to [heathermacinnes@bymt.org](mailto:heathermacinnes@bymt.org) with the subject line **Production Assistant Application** by **12pm** on **Monday 2nd December 2024**. We also request that you complete our Equal Opportunities monitoring form and return it alongside your application.

If you would like support or have any queries regarding the format or submission of the application, please contact us at [heathermacinnes@bymt.org](mailto:heathermacinnes@bymt.org) or call **0113 320 1018**.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. 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.

If you are successful, a first interview will be scheduled later in the week commencing  
**2nd December 2024,**  
with second interviews taking place during the week commencing  
**9th December 2024 in London.**

**Starting date: As soon as possible**

Thank you for taking the time to read this pack and we hope to receive your application or any questions you have for us at BYMT.