



British Youth Music Theatre Job Description and Person Specification

Title	Production Assistant
Responsible to	Associate Producer and Admissions Manager
Internal Relations	<ul style="list-style-type: none">• Executive Producer, Head of Development, Marketing and Welfare Managers
External Relations	<ul style="list-style-type: none">• Freelance Creative and Stage Management Staff• Young people on company projects• Partnering organisations• Existing and potential funders• Venues & Suppliers
Role	<p>This is a fantastic opportunity for a young person aged 16-24, with little or no experience of working in theatre production.</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 Associate Producer and Admissions Manager 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">• Organising and preparing for Production meetings• Shadowing the Executive/Associate Producer during meetings• Liaising with venues/theatres and technical staff over hires• Liaising with cast members and musicians• Assisting with read-throughs and rehearsals as required• Printing scripts, scores and cast lists• Updating database with staff and young people's details• Using the database and Excel to manage production information• Updating guest lists and ensuring invitations are sent out• Helping to organise and monitor production spend• General administration; office tidiness and cleanliness (dealing with phone enquiries, kitchen duties, etc.)• Assisting with theatre productions and projects as required

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 an eye for 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: £11.05/hour (London Minimum Wage)

Start and finish dates: January to June 2022

Duration: 6 months

Probationary period: 3 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.

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

Holidays: 6 days

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

Recruitment process

Potential applicants can apply for the position through the job centre, [A New Direction](#) or BYMT's own [website](#). If you have any questions for BYMT directly please email it to theoffice@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 young people, those from minority communities and people with disabilities.