



Job Summary

Administrator to the Producers

Responsible to:	Lead Producer and Producer
Salary:	£24,553 per annum
Hours:	35 hours per week. This role may require significant additional early morning and evening work and it will not be possible to offer time off in lieu or overtime.
Benefits include:	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities
Holiday:	25 days per annum, rising by one day for each full financial year worked to a maximum of 30.
Notice period:	2 months
Contract length:	Permanent



Job Description

Administrator to the Producers

Responsible to: Lead Producer and Producer

Key Objective: To work as an administrator on all Young Vic productions at the Young Vic and elsewhere. To assist with other theatre administration as required.

Key Duties:

Productions

Support the work of the artistic team, as required by the show's producer. Including but not limited to:

- Maintain an accurate and up-to-date contracts log and contract sheet for each production, and ensure that all signed contracts are returned and filed.
- Liaise with casting directors, organise audition space and copying and sending scripts as required.
- Check availabilities for actors and creative teams and keeping an up to date record.
- Code and log invoices and payments.
- Oversee and administrate press nights, coordinating and liaising regarding ticket allocations, first night cards and organising refreshments as required.
- Draft and issue contracts for actors and creative teams as required.
- Assist with budget tracking and management as required.
- Research and book travel and accommodation for visiting artists and companies within an agreed budget.
- Obtain work permits for visiting artists and companies.
- Co-ordinate with Assistant Producer to ensure smooth running of producing team, and excellent communication with the rest of the organisation regarding each production.
- Work with the Assistant Producer to maintain an accurate and up-to-date Production Information chart, and attend fortnightly meetings

General Administration for Producers

Administrative support for the Lead Producer and Producer. Including but not limited to:

- Arrange meetings and book rooms as required.
- Use Tessitura to manage contact information and manage ticket holds/house seats as required.
- Assist in ensuring personal data collected by the Young Vic via the producing team follows GDPR compliant methods

Young Vic

- Hold a company credit card and reconcile expenditure.
- Attend weekly Operations Meeting and ensure good communication of matters arising across the organisation.
- Attend the weekly Update Meeting.
- Collate data for funding reports and annual returns as required.

Touring

As and when required, administrative support for Young Vic national and international tours. Including but not limited to:

- Obtain visas for international tours.
- Assist with booking travel and accommodation within an agreed budget.

Other

- Administrative support for new ideas or commissions that the producing team takes on.
- On occasion manage one-off events, including setting and managing budgets, negotiating and issuing hire agreements
- Assist the Young Vic Associate Companies (RTYDS, Belarus Free Theatre Good Chance and Crying in the Wilderness) as required for example with room bookings or ticket requests.
- Assist with transfer of materials to the Young Vic Archive, and lead on archiving matters for the producing team.

General

- Any other reasonable duties required to assist the Young Vic operation as a whole.
- To be familiar with and be personally responsible for acting within the equal opportunities policies of the Young Vic.
- To actively participate in and support the work experience programme of the Young Vic.
- To be an active and supportive member of the Young Vic staff team.

Person Specification

Administrator to the Producers

Essential

- Strong organisational skills with exceptional attention to detail
- Excellent administrative experience
- Ability to prioritise and be accurate in a busy and changeable work environment
- Clear and confident writing skills
- Clear and confident speaking skills
- Personable and friendly, with experience of working well as part of a small team
- The ability to work under pressure and juggle priorities of two managers
- Ability to set up, operate and develop efficient office systems
- Excellent IT literacy including Word, Excel and Outlook or equivalent programmes
- High degree of confidentiality and discretion
- Flexibility and reliability

Desirable

- A love and appreciation of culture and the arts
- Small-scale producing experience (does not have to be professional experience)
- Experience of theatre contract preparation and administration
- Experience of union and UK Theatre relations (BECTU, Equity, MU)
- Knowledge of Tessitura or similar database
- Experience of organising visas and work permits