



## Job Summary

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### Creators Program Administrator

<b>Responsible to:</b>	Associate Artistic Director
<b>Salary:</b>	£26,976 gross per annum
<b>Contract:</b>	Full time - Permanent
<b>Hours:</b>	Full time 35 hours per week. Normal office hours are 10am – 6 pm Monday to Friday. This role may on occasion require some additional early morning, evening, and weekend work. Open to hybrid working, you will be required to work in the office at least 60% of the week.
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; training and development opportunities.
<b>Holiday:</b>	25 days per annum pro rata plus bank holidays, rising by one day per full financial year served to a maximum of 30 days.
<b>Probation Period:</b>	Three months
<b>Notice Period:</b>	One month during probation, two months thereafter
<b>Key Objectives:</b>	To provide efficient administration for the Creators Program department to enable the delivery of all projects and productions, and to provide administrative and diary management to support the Associate Artistic Director.

#### The Creators Program

The Creators Program Administrator supports the development and delivery of the Young Vic's artist development program. The Young Vic has been providing an extensive program of learning activities, traineeships and opportunities to make work for artists for over 20 years. The Creators Program (that grew from the Directors Program) is a space for anti-disciplinary artists - artists who cross art forms and have a variety of roles within those forms. They may write, direct, perform, design or compose. Central to the anti-disciplinary vision is our commitment to ensuring that artists who are Black and Global Majority, Deaf, disabled and neurodivergent, from low socio-economic backgrounds are able to make work in an environment that fully realises their ambitions.

The Genesis Network is an online community of over 2,000 artists and producers and enables members to meet, form vital creative relationships and collaborations, as well as find job opportunities and events available at the Young Vic and other theatres.



## About the Young Vic

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### Creators Program Administrator

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centres across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

#### **Our Anti-Racism Commitment**

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

#### **The Language We Use and Why**

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

#### **Our Values at the Young Vic**

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

**We believe theatre is at its best when everyone participates.** We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

**We are driven by relentless curiosity and debate.** We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

**We believe in pioneering and leading into the unknown.** We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

**We are led by the creativity of our people and the limitless possibility of imagination.**



We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity.

**We collaborate: working together to achieve shared goals.** We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

**We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people** - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

**We are committed to openness rooted in trust.** We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.



## Job Description

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### Creators Program Administrator

The Creators Program Administrator works closely with the Creators Program Producer and the Associate Artistic Director on the four primary strands of:

- Learning – equipping artists for the future through practical skills-based one-off workshops, intensive projects, assistantships and peer led projects
- Exploring – challenging and / or re-imagining future practice through research and development projects
- Transparency and community – providing industry transparency and insights through debates, discussions and workshops
- Making – opportunities to create work through the productions associated with the Genesis Future Directors Award and shorter intensive projects like Five Shorts

The role will be working across all these Creators Program initiatives.

To communicate with over 2,000 members of the Genesis Network we utilise a number of platforms and software programmes.

#### Responsibilities

##### Creators Program Departmental Administration

- To act as the main point of contact for all internal and external inquiries relating to the Creators Program.
- To attend the YV weekly Update meetings and give department updates where appropriate.
- To work to improve and, where required, create systems and administrative processes to enhance the efficiency of the Creators Program in partnership with the Creators Program Administrator
- To be familiar with and where necessary enact Young Vic's Safeguarding policy
- Organise room bookings (internally and externally) refreshments, and equipment for meetings and events
- Working with the Creators Program Producer to draft and administer contracts to freelancers and program participants Minute weekly meetings and distribute appropriate documents
- To compile and process equal opportunities, evaluation and feedback data for ongoing evaluations and reports internally, and for submission to funding bodies, the Board of the Young Vic, and any other appropriate body relating to the Creators Program.

## **Creators Program Financial Administration**

- To administer the department's financial records, including supporting invoicing and payment administration
- Liaising with the Finance department on maintaining the departmental budget tracker and project budget trackers in Excel
- Manage the Associate Artistic Director and Genesis Fellow/Associate Director monthly
- Approving invoices via ApprovalMax in the absence of the Creators Program Producer
- Chasing outstanding invoices

## **Creators Program Project Based Work**

- Lead on administrative process for recruitment for all projects including the Trainee and Assistant Director Program, Genesis Fellow/Associate Director and the Genesis Future Directors Award. Duties include administering adverts, processing applications, scheduling meetings and interviews, creating and managing online scheduling forms and liaising with candidates.
- Support Reach Out including placements and workshops and, where appropriate, attend workshops outside of London.
- Provide administrative support to specific projects such as Five Shorts, Replay and Fresh Direction.
- Provide administrative support for the delivery of one-off projects and events; and lead on the delivery of smaller projects when appropriate, including the creation of sign-up forms, online feedback forms and Zoom links
- Liaise with other departments in the building to ensure smooth running of projects but in particular with Operations, Production, Finance, and Taking Part.
  - Manage ticket allocations for members of the Creators Program to see Young Vic shows and press night guests and fillers lists.
- Support the induction of Trainees and Assistant Directors including contracting, processing invoices, and supporting delivery of workshops
  - Support the Genesis Fellow/Associate Director where necessary and appropriate.
  - Support the Creators Program Young Associate as appropriate
  - Attend Creators Program practical activities undertaken at the theatre or on Zoom where appropriate.
  - Communicate with guest workshop leaders.
  - Be responsible for the Creators Program mobile including liaising with participants
  - Set up and clear up spaces for activities

## **Information Management**

- Maintain and administer all departmental platforms and databases, including Spektrix, Creators Program website, Discord, Dropbox, Canva, Ticket Tailor, etc. in consultation with the Associate Artistic Director and Creators Program Producer

- Maintain and serve as the Administrator of the Creators Program website which includes updating copy, posting opportunities, managing membership queries, and troubleshooting website issues in consultation with the Digital Systems Analyst
- Maintain the Creators Program documents such as the activity brochure and welcome pack
  - Maintaining both paper and computerised filing systems for personal records of members of networks to ensure effective storage and retrieval of documentation in accordance with the UK Data Protection Act (2018) and General Data Protection Regulation (GDPR).
  - Liaise with Marketing and Audiences department regarding social media presence for the Creators Program specifically Instagram.

## **Administration for the Associate Artistic Director**

- Provide day to day administrative support to the Associate Artistic Director including, diary management, drafting correspondence, meeting organisation, ticket bookings and travel arrangements as required.
- Where appropriate to understand the reason for meetings and to arrange follow-up meetings and/or papers as requested.
- To support the Associate Artistic Director in planning and scheduling to ensure that schedules are up to date and identifying potential clashes.
- To develop a good knowledge and understanding of the Associate Artistic Director's activities and responsibilities.
- Draft quarterly Board reports and funder reports.

## **Access**

- Contribute to the provision of access requirements for artists and participants in consultation with the Creators Program Producer
- Develop a good knowledge and understanding (training provided) of the technology we use which enables hybrid participation and engagement in workshops and events via Zoom.
- Keep the Creators Program Access Pack up to date

## **Additional**

- To contribute to the Young Vic's work to become an actively anti-racist organisation, by modelling anti-racist behaviours and encouraging others to develop their practice
- To attend meet and greets, rehearsals, previews, press nights, Taking Part activities, other performances and events, and internal and external meetings as appropriate.
- To communicate clearly and constructively with other departments, including liaising with the Producing department to ensure the accuracy of Young Vic's main schedule and to maintain the efficiency of our booking system
- To keep abreast of current thinking and best practices in theatre and the arts as a whole.

# Young Vic

- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy, and Health and Safety policy.
- To be an active and supportive member of the Young Vic staff team.
- To provide the highest level of artist and audience care and service at all times

## Person Specification

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### Creators Program Administrator

#### Essential Skills / Experience

- Personable and confident communicator, both written and verbal, with a diverse range of people internally and externally.
- Ability to problem-solve, innovate, anticipate issues, multi-task, and respond quickly to changing priorities
- Organised and with excellent attention to detail
- Strong office and administrative skills, including diary management, project management, filing, etc.
- Strong numeracy skills, with experience in managing office expenditure
- Proficient in Microsoft Office, especially in Word and Excel
- Comprehensive understanding of basic IT and digital tools and platforms, and confidence to independently research and understand unfamiliar systems
- Experience using databases for relationship management and email marketing tools for communication
- Commitment to inclusion and equality of opportunity
- An enthusiasm for theatre and interest in supporting and developing artists
- High degree of confidentiality and discretion
- An understanding of inclusive spaces for Deaf, disabled and neurodivergent artists and practitioners

#### Desirable Skills / Experience

- Experience in a PA role or a public-facing role
- Experience in project monitoring, evaluation, and report writing.
- Knowledge of Spektrix and Dotdigital (training will be provided)
- First Aid Trained
- Social Media skills, particularly Instagram
- Previous use of Sign-Up Genius or other scheduling software
- Proven experience in a similar supportive role in an arts environment

#### Practical Points

- The program of events, workshops and performances may require commitment beyond normal office hours including evenings and sometimes weekends.