

## Job Summary

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### Taking Part Administrator

<b>Responsible to:</b>	Director of Taking Part
<b>Salary:</b>	£25,928 per annum
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time 35 hours per week. Normal office hours are 10 am – 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 on average 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, rising by one day per full financial year served to a maximum of 30 days.
<b>Probation Period:</b>	3 Months
<b>Notice Period:</b>	1 month during probation, 2 months thereafter
<b>Disclosure:</b>	This post requires disclosure of all criminal record information via the Disclosure and Barring Service.
<b>Key Objectives:</b>	To provide efficient administration of the Young Vic's Taking Part department to enable the delivery of our three strands, and to provide administrative and diary management support to the Director of Taking Part.

#### **Taking Part Department:**

The purpose of the Taking Part Department is to provide schemes that develop a love of theatre, nurture creativity and promote closer links between the Young Vic and the local community. We produce innovative productions, programs, and workshops. We pride ourselves on being a leading force in the sector and prioritise excellence and kindness in both the processes and products of our work.

## Job Description

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### Taking Part Administrator

#### Responsibilities:

#### Taking Part Departmental Administration

- To act as the main point of contact for all internal and external inquiries relating to the Taking Part Department.
- To be responsible for all of the department's financial outgoings, including but not limited to
  - processing petty cash
  - supporting invoicing & payment administration
  - receipts tracking
  - supporting the upkeep of the department budget excel sheet
  - complete all Taking Part-related monthly credit card reconciliations
- To attend the YV weekly operation 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 Taking Part department.
- To manage the office including ordering office stationery when required.
- To create and maintain evaluation processes for the department and support any external TP evaluators appointed as required.
- To be familiar with and where necessary enact Young Vic's Safeguarding policy and ensure correct procedures are always followed, including record keeping. Administer all Disclosure and Barring Service applications for freelance creatives working in the department
- To ensure the department's mobile phone is maintained and to support other use of technology and social media as required
- Organise room bookings, refreshments, and equipment for meetings and produce documents, briefing papers, reports, minutes, and presentations in preparation

#### Administration for the Director of Taking Part

- To provide administrative and secretarial support, including drafting correspondence, tracking evolving priorities, and summarising key points of information
- Maintain strong and effective day-to-day diary management.
- To support the Director of Taking Part and the rest of the team in planning and scheduling, ensuring department schedules are up to date, including identifying potential clashes and signalling potential improvements.
- Where appropriate, to understand the reason for meetings and to arrange follow-up meetings and/or papers as requested
- Manage the location logistics, agenda, and minute taking of all meetings involving the Director of Taking Part

- To develop a good knowledge and understanding of the Director of Taking Part's activities and responsibilities

## **Taking Part Programme Administration**

- To support the coordination of Taking Part workshops/projects/productions under the guidance of the Learning, Participation, and Neighbourhood Theatre producers.
- To maintain a working knowledge of all projects and events within the Taking Part department and prioritise keeping the YV website updated accordingly.
- To assist in the compilation of evaluation and reports, and organise the documentation of projects.
- To support the recruitment of all Taking Part freelance creatives, including issuing contracts, collecting equal opportunities data, and filing signed copies. Introduce and assist Taking Part freelance creatives to the building and its processes and provide ongoing support, including pastoral care to these creatives.
- To support project administration and communication such as registers and participant emails where appropriate, always complying with current data protection legislation. Order and collect any materials needed for activities ensuring that materials are sustainable.
- To support the Taking Part Outreach Officer in the administration of tickets, as part of our Funded Ticket Scheme and maintaining our database, Tessitura, for Taking Part, which includes registering new members of our three strands to Tessitura and tracking their participation in our projects.
- Alongside the Taking Part Outreach Officer, maintain the email inboxes of the three strands, responding and flagging priorities to producers accordingly

## **Additional Responsibilities:**

- 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 Associate Producer 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.
- 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 customer and audience care and service at all times whilst a member of the Young Vic staff team.
- Any other reasonable duties required to assist the Young Vic operation as a whole.

## Person Specification

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### Taking Part Administrator

#### Essential Skills / Experience

- Personable and confident communicator, both written and verbal
- Ability to problem-solve, innovate, anticipate issues, multi-task, and respond quickly to changing priorities
- Demonstrates initiative, extremely organised, proven administrative experience in an office environment, with excellent attention to detail
- Proven experience in a similar supportive role in an arts environment
- The proven ability to communicate clearly and confidently with a diverse range of people internally and externally.
- 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, including Word, PowerPoint, and Excel
- Commitment to inclusion and equality of opportunity
- A creative mind who is committed to finding and supporting ways to create change
- Understanding of and interest in developing your practice working with schools, colleges, young people, and the local community.
- An enthusiasm for theatre and some knowledge of the sector
- Ability to contribute constructively to creative discussions and decision making

#### Desirable Skills / Experience

- Experience in a PA role.
- Experience in project monitoring, evaluation, and report writing.
- Knowledge of Tessitura databases and email software Wordfly (training will be provided)
- First Aid Trained
- Social Media skills
- Knowledge of Southwark and/or Lambeth boroughs
- Experience of working with people who are traditionally underrepresented in theatre

#### Practical Points

- The programme of evening events, rehearsals/workshops and performances requires commitment beyond normal office hours (often evening and weekend).