

## **HALF MOON YOUNG PEOPLE'S THEATRE**

### **JOB DESCRIPTION – VENUE AND PROGRAMMES ADMINISTRATOR**

#### **Reporting to – Administrative Director**

The post holder will support the core staff team in all areas of the company's activity.

#### **Specific Areas of Responsibility**

##### **Venue Supervision:**

- Act as Duty FOH Manager for professional productions and youth theatres (this generally involves working Tues - Sat from October to Mar, including working 1pm - 9pm on Tue & Wed and then generally working Mon - Fri from Apr to Sept, including 1pm - 9pm on Tue & Wed)
- Line manage the team of Ushers (who are 15-17 year old youth theatre members) and Box Office Assistant
- Help manage and support events in the building
- Oversee gallery, bookshop and snack sales
- Take responsibility for cash, cheque and card income and reconciliation
- Act as main point of contact for external venue and facilities hires
- Oversee recycling, foyer and hygiene facilities
- Take responsibility for security and locking up when on duty.

##### **Programmes Administration:**

- Act as first point of call for visitors and telephone and email enquiries
- Undertake day to day Box Office bookings, administration and reconciliation
- Oversee office systems – post, equipment, stationery and janitorial supplies
- Support marketing and PR - print management, distribution, databases, mailings, website, digital communications and foyer and external displays
- Provide administrative support for Youth Theatres – database, waiting lists, mail outs, registration and payments
- Act as main point of contact for youth theatre members and their parents/carers
- Assist with the administration of venue programming, including issuing contracts
- Assist with tour booking and management of in-house productions, co-productions and the Half Moon Presents portfolio, including creating touring sales packs and dealing with contracts
- Assist with casting for in-house productions/co-productions
- Record statistical data for all of the company's activity
- Assist all staff members in all areas of the company's portfolio within the broad remit of that post holder's portfolio.

##### **General Responsibilities (alongside all Half Moon staff):**

- Keep abreast of current practice and developments in the arts, youth, disability and education sectors
- Develop and maintain contacts in line with the company's aims, liaising closely with the community, local businesses, schools/colleges and other arts organisations

## **PERSON SPECIFICATION: VENUE AND PROGRAMMES ADMINISTRATOR**

In addition to that stated earlier, it is expected that the post holder should have:

- A willingness to work flexible hours, as stated above, plus other occasional variations to days/times as ad-hoc venue activities arise
- An appropriate First Aid qualification, or willingness to undertake a course
- Ability to use initiative and work independently
- Experience of working successfully as part of a team, including in a supervisory role
- Experience of working in theatre/arts/community/education environment, including culturally and socio-economically diverse communities and inclusive settings
- An interest in working in direct contact with young people, their parents/carers and members of the public
- Evidence of excellent interpersonal skills, including confident telephone manner
- Good oral and written communication
- Strong IT skills including Word/Excel/Access/Photoshop/Wordpress/Publisher
- A high level of numeracy and confidence handling money and statistical data
- Experience of working in a busy, multi-faceted environment.

**Salary:** £22,500 per annum

**Holidays:** 25 days per annum

**Hours:** 40 hours per week. The post holder will be expected to work flexible hours as listed in the Job Description

**Probation:** 2 months from first day of appointment

**Notice Period:** 1 month

**Terms:** As this post involves working with/contact with young people, employment is subject to the company's procedures and policies with regards obtaining enhanced disclosure status (DBS). Half Moon's Employment Code of Practice with Regards the DBS Procedures (incorporating Half Moon's Policy Statement on the Recruitment of Ex-Offenders) is available on request.

**Please email CV, letter of application (max 1 side of A4) including current salary, contact details of 2 referees and Equal Opportunities Monitoring form to: [jackie@halfmoon.org.uk](mailto:jackie@halfmoon.org.uk)**

**Closing date for applications:** 10am, Monday 14 August 2017

**Interviews:** Week beginning 21 August 2017

## Equal Opportunities Monitoring Form

### What is your ethnic origin?

#### White

English     Scottish     Welsh     Irish

Any other White background, please write in \_\_\_\_\_

#### Mixed Heritage

White and Black Caribbean     White and Black African

White and Asian     White and Chinese

Any other mixed background, please write in \_\_\_\_\_

#### Asian or Asian British

Asian Indian     Asian Pakistani

Asian Bangladeshi

Any other Asian background, please write in \_\_\_\_\_

#### Black or Black British

Black Caribbean     Black African

Any other Black background, please write in \_\_\_\_\_

#### East Asian or East Asian British

Chinese     Vietnamese

Any other East Asian background, please write in \_\_\_\_\_

#### Other Ethnic Background

please write in \_\_\_\_\_

#### Other

Prefer not to say

### How do you describe your gender?

Male     Female     Non-Binary

Other     Prefer not to say

### Do you consider yourself to have a disability or impairment?

Yes     No     Prefer not to say

If you answered 'yes' to the question above and feel comfortable providing further details, please tick which of the following applies to you:

- |  |  |
|--|--|
| <input type="checkbox"/> Visual impairment       | <input type="checkbox"/> Hearing impairment/Deaf           |
| <input type="checkbox"/> Physical disability     | <input type="checkbox"/> Cognitive or learning disability  |
| <input type="checkbox"/> Mental health condition | <input type="checkbox"/> Other long term/chronic condition |
| <input type="checkbox"/> Other                   |  |

**Thank You** (All information collected on this form is confidential)