

HALF MOON YOUNG PEOPLE'S THEATRE

JOB DESCRIPTION – THEATRE 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 with finance operations
- Support marketing and PR - print management, distribution, databases, mailings, website, digital communications and foyer and external displays
- 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
- Act as main point of contact for youth theatre members and their parents/carers
- Provide administrative support for Youth Theatres – database, waiting lists, mail outs, registration and payments
- 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

- At least two years' experience working in theatre/arts/community/education environment
- Evidence of excellent interpersonal skills, including confident telephone manner
- Good oral and written communication
- Strong IT skills including Word/Excel/Access/Photoshop/Wordpress/Publisher/Mailchimp (or other email marketing system)
- A high level of numeracy and confidence handling money and statistical data
- Experience of working in a busy, multi-faceted environment
- A willingness to work flexible hours, as stated above, plus other occasional variations to days/times as ad-hoc venue activities arise
- Experience of working in culturally and socio-economically diverse communities and inclusive settings
- 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
- An interest in working in direct contact with young people, their parents/carers and members of the public.

Salary: £25,000 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: 2 months

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.

To apply:

Please email CV, covering letter outlining how you meet the requirements of the person specification (1-2 sides of A4), including current salary, contact details of two referees and Equal Opportunities Monitoring form to: jackie@halfmoon.org.uk

Closing date for applications: 10am, Monday 16 September 2019

Interviews: 23/24 September 2019