



Job Summary

Directors Program Administrator

- Responsible to:** Associate Artistic Director
- Responsible for:** Casual staff and freelance artists employed to deliver the program.
- Salary:** £24,553
- Contract:** Permanent
- Hours:** Office hours are 10am to 6pm Monday to Friday. Occasional evening and weekend work will be required. No overtime or TOIL is offered.
- Benefits include:** Contributory Pension Scheme; Season Ticket Loan Scheme; training and development opportunities.
- Holiday:** 25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days.
- Notice Period:** Two months
- Probation Period:** Three months

Key Objectives:

To provide efficient administration for the Associate Artistic Director and the Young Vic Directors Program.



Job Description

Directors Program Administrator

Tasks & Responsibilities

General Administration

- Providing day to day administrative support to the Associate Artistic Director including, diary management, meeting organisation, ticket bookings and travel arrangements as required.
- Provide administrative support to the Directors Program on all events and projects including sourcing and booking of space, contracting artists, provision of refreshments, and materials and documentation.
- Drafting contracts and letters of agreement for all freelance artists and directors that contribute or take part in the program.
- Administrate international exchanges.
- Organise weekly and monthly departmental meetings.
- Maintain the booking schedule for Platform in consultation with Director of Taking Part.
- Organise rooms, refreshments, and materials for meetings, workshops and events.
- To maintain up-to-date expenditure for all aspects of the program and maintain day to day budgets.
- To support ongoing evaluations and reports for submission to funding bodies, the board of the Young Vic Theatre Company, and any other appropriate body relating to the Director's Program.

Project Based Work

- Administer adverts and recruitment for all projects including the Jerwood Assistant Director Programme, the Boris Karloff Trainee Assistant Director Scheme and the Genesis Future Directors Award.
- To be responsible for the department's petty cash, supporting invoicing and payment administration, in liaison with the finance department.
- Coordinate all aspects of the Jerwood Assistant Director Programme including training placement and ticket fund.
- Support Reach Out including placements and Snap Shots and, where appropriate, attend workshops outside of London.
- Liaise with other departments in the building to ensure smooth running of

Young Vic

- projects but in particular with front of house, production and Taking Part.
- To be the first point of contact and co-ordinate all verbal and written communication with the Genesis Directors, Designers and Producers Networks.
 - Coordinate specific projects such as Five Plays, Replay and Fresh Direction.
 - Manage ticket allocations for members of the Directors Program to see Young Vic shows and press night fillers lists.
 - Support the Genesis Fellow/Associate Director where necessary and appropriate.

Information Management

- Maintain all databases including the web-based Genesis Directors Network, Designers and Producers Networks and Tessitura.
- Manage and update the website in consultation with Associate Artistic Director and Digital Manager.
- 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 General Data Protection Regulation (GDPR).
- Liaise with the Digital Manager regarding social media presence for the Directors Program.

Additional

- To be familiar with and be personally responsible for acting within the Equal Opportunities Policies of the Young Vic.
- 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.
- Carry out any other duties that may arise to fulfil the main objectives of the post and the aims of the Young Vic
- Provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.



Person Specification

Directors Program Administrator

Essential Skills

- Proven experience in an administrative or similar supportive role in an arts environment.
- Excellent office and administrative skills, including diary management, filing etc.
- The ability to be creative and resourceful in problem solving.
- The ability to plan and prioritise tasks.
- Computer literacy and skilled use of Microsoft Office applications, including Outlook, Excel, Word and PowerPoint.
- Proven good numeracy skills and experience of finance procedures e.g. petty cash, and budget management.
- Proven organisational skills.
- Good communication skills in person and in writing with the ability to communicate with people at varying levels internally and externally.
- Attention to detail.
- High degree of confidentiality and discretion.
- Experience of working with people who are traditionally under-represented in theatre and a commitment to social inclusion within the arts.
- Experience of project monitoring, evaluation and report writing.
- Excellent office and administrative skills, including diary management, filing etc.
- Experience of working with databases.
- The ability to work under pressure on occasion.
- A supportive team member.

Desirable Skills

- Experience of working in an arts organisation, especially theatre
- Interest in all aspects of theatre
- Experience working with CMS and / or membership based digital platforms
- Experience in a PA or Assistant's role
- Understanding of artist development