

Executive Assistant

RESPONSIBLE TO:	Artistic Director / Chief Executive and the Executive Director
WORKING WITH:	All NYT Staff and Trustees
WORKING HOURS:	This is a part time permanent position, 20 hours per week to be worked with a preference for a part time presence in the NYT Offices on at least 4 days per week ie. 4 x 5 hour days

Main purpose of position

The National Youth Theatre is a world-leading youth arts charity. Every year we reach out across the country to audition and interview thousands of young people and deliver skills-based courses for members and non-members. We also produce ambitious theatrical productions in leading theatres across the UK and around the world. We are funded within the National Portfolio of Organisations by Arts Council England, through our own earned income and via a network of donors and Trust and Foundation supporters.

We are currently in an exciting period of strategic growth, expanding our offer outside of London to extend our provision nationally, and engaging in major national and international partnerships. Our course content is growing to include the latest in digital advancements, alongside backstage skills and Creative Leadership. We also offer specialist masterclasses in auditions technique, performing Shakespeare and acting for screen. Our offer is continually evolving to meet the needs of the broader sector and respond to strategic developments or opportunities as they arise.

The National Youth Theatre produces around 10 productions and events each year. In 2017 these included a season of new writing at the Yard Theatre, a modern classic at Wilton's Music Hall, and repertory two month run at the Ambassadors Theatre in London's West End. These productions give NYT members free opportunities to gain experience onstage, as well as giving our backstage technical members unparalleled learning opportunities backstage. In 2018 our will include a new focus on provision and programming for young people with learning disability or special educational needs. We will also be exploring opportunities to introduce more formal accreditation to our skills-based courses, extend our course portfolio at home and develop new international partnerships.

This new role is being introduced at a time when our Programme is expanding along with our reach. The role is designed to support the busy Executive and core team at the heart of our busy and productive programme of courses, classes and productions. The role will provide day to day administrative support to the Directors including diary management, meetings administration alongside some core support at the heart of NYT's administrative and record keeping functions ensuring that NYT continues to move at a pace in meeting our creative vision and charitable objectives.

Key responsibilities

The Executive Assistant is to support the Artistic Director/Chief Executive and the Executive Director, plus the Trustees of NYT in the overall management and administration of the Charity. The role is best suited to a candidate with the demonstrable ability to remain focused on task in a busy and distracting setting.

Responsibilities include the following:

Diary Management for the Executive, including support with travel arrangements; administration of expenses as required

Facilitation of staff and management team meetings to a regular cycle

Administration and record keeping on behalf of the Charity and in support of HR and Finance including, but not limited to, DBS Checks and certification, staff annual leave and TOIL records (in conjunction with Finance), Safeguarding reports and incident logs, Freelance Associate contracts and contact details, Annual Appraisal and Performance Review support, Bursary applications and the monitoring of our responses to applicants, etc.

Correspondence for and on behalf of the Executive, as appropriate and according to the changing needs of the NYT Programme including the preparation of presentations and pitches.

Administration of NYT Council (Board of Trustees) Meetings and meetings of all relevant Sub Committees including the production and distribution of Agendas, Minutes and Papers for the Trustees.
Management of attendance lists and catering requirements as needed.

Administration of project timelines, reminding team members of deadlines and reporting for projects with project leads. Keeping our ongoing project schedules updated.

Support with some reporting to stakeholders, including the production of our Annual Report and the management of data records and submissions required for the Annual Return for Arts Council England.

General

- Attend NYT productions and projects including press nights, auditions and courses, educators' events and members events as required
- Take part in regular staff meetings, membership focus groups and associated professional development activity, in a support capacity as required
- Undertake any other duties reasonably requested by the CEO/Artistic Director or other senior team member as appropriate.

Information

Location: The role is based at NYT Offices, currently at 101 Bayham Street Camden NW1 0AG. Time will also be spent at the home of the National Youth Theatre on Holloway Road.

Salary: £27,000, pro rata, plus pension allowance and 26 days Annual Leave, pro rata

NYT is committed to the Living Wage Foundation and to the offering of a London Living Wage for all staff and Employees.

Training: The Executive Assistant will participate in the NYT's Creative Leadership training to learn about safeguarding and course leadership, alongside 150 NYT members aged 18-25. The Executive Assistant will participate in our planned Diversity and Disability Awareness Training and other opportunities to extend skills and experience.

Volunteering: NYT offers all staff a voluntary 4 days of volunteering time within a charity or organisation that is intended to directly enhance our collective and individual awareness and understanding of diversity from a breadth of differing perspectives.

TOIL: The role will qualify for TOIL in accordance with our staff policy, for hours worked outside ordinary working hours to meet the demands of the Executive Team and Trustees

DBS: In keeping with our Safeguarding Policy, Employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate.

Person Specification

Essential Experience and Characteristics:

- Experience of an Executive Support role or management function for approximately three to five years.
- Fluency in Microsoft Outlook and high level competencies across a number of IT systems to include document formatting, basic design and presentation etc. The ability to work across both a Mac and PC systems.
- The ability to be continually proactive in managing deadlines and keeping work and project support progressing, managing the availability of the Executive Team.
- The ability to self manage and to keep sight of competing priorities in a very fast paced environment.
- The proven ability to keep sight of ongoing tasks and to manage progress against deadlines when conflicting daily priorities compete for attention.
- Proven experience of working protocols when dealing with confidential situations or confidential data
- The ability to communicate effectively with a broad range of people, internally and externally
- A collaborative approach and willingness to listen
- A strong understanding of and commitment to diversity in all its forms
- A professional and personal commitment to Equality of Opportunity
- An understanding and experience of the arts and creative sectors and the breadth of opportunities provided by the National Youth Theatre
- Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes

Desirable Experience and Characteristics:

- An understanding of GDPR and its implications for an arts charity
- Recent disability awareness training or equivalent and commitment to continual personal growth

- Knowledge of the subsidised cultural sector, or experience gained in a creative or educational environment.
- Experience of the Charities Commission and/or Arts Council England funding