

## Production and Casting Assistant

<b>RESPONSIBLE TO:</b>	Producer– working across the production team
<b>RESPONSIBLE FOR:</b>	To support the smooth-running of NYT's productions and R&D projects
<b>WORKING HOURS:</b>	This is a full-time role working Tuesday to Saturday during production periods and Monday – Friday during pre-production periods, (some out of hours work over evenings and weekends will be required, particularly during busy production and casting periods). TOIL is applicable to this role.
<b>SALARY:</b>	£22,568 (in line with London Living Wage will be reviewed annually)
<b>LOCATION:</b>	National Youth Theatre, 443-445 Holloway Rd, London N7 6LW (There will be some travel to locations outside of London with some overnight stays required)

## About National Youth Theatre

The National Youth Theatre is a world-leading youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people aged 11-25 around the UK every year. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over 60 years. We inspire, nurture and showcase exceptional performers and theatre technicians from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. Every year we reach out across the country to engage 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. More information on our programme may be found here [www.nyt.org.uk](http://www.nyt.org.uk) and you can meet our young people and watch how we helped young people stay creative and connected in 2020 [here](#).

### Our Culture

At the National Youth Theatre, we want to create a culture that is inclusive, creative and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness and respect. We believe that we do better work together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry and the wider world. Whatever your background or wherever you're

from, we invite you to support our mission to be a creative force for good at a critical time for young people, our industry, and our world.

We are an equal opportunities and disability confident employer and we actively encourage disabled people and people from backgrounds currently underrepresented in our team and the arts workforce to apply. If you require any of this information in another format or have any access requirements to complete your application get in touch on [jobs@nyt.org.uk](mailto:jobs@nyt.org.uk) / 020 7561 8661 and we'll do all we can to help. All disabled candidates who demonstrate that they meet the minimum criteria will be invited for an interview.

## Main purpose of position

The NYT are expanding our production team and are creating a new role for the organisation at an exciting time of growth. We are looking to welcome a new Production Administrator to support the day to day administration and project delivery for the NYT production department. The Production Administrator will work on all productions and projects, whether planned outdoor, in theatres beyond London, in the West End or at the National Production House, our newly redeveloped building and venue on Holloway Road. This new role is an exciting opportunity to work closely with creative teams and young talent in creating exciting new shows and projects for public audiences.

"The revamped NYT stands as a beacon of optimism for the next generation of dramatic talent, on-stage and off. It's a neutral backdrop that creates a place pregnant with the possibility of learning by doing." The Guardian

NYT members are given the opportunity each year to perform in NYT productions with diverse professional creative and technical staff. Our productions and shows are often critically acclaimed and conceived to the highest ambition and creative quality. Each year, NYT produce a range of productions which has previously included NYT REP productions, tours, fundraising galas, online and in person Research and Development projects, and last year on national tour with funding support from Arts Council England. Our REP Tour achieved four and five star reviews.

"Gripping, galvanising and fine-tuned to showcase the impressive performance skills of its diverse cast"

★★★★ The Stage on NYT's 2021 REP Company National Tour

This new role will be based at the newly developed National Youth Theatre home on the Holloway Road in Islington, London, but travel to other UK locations for certain national projects may also be required. This is a great role for anyone interested in production within theatre to support the work of our ambitious programme and team as we expand our quality learning and engagement opportunities for our membership.

## Key responsibilities

- To support the Producer and Production Team at large with all administrative needs to ensure the smooth delivery of NYT's Creative Programme including our rehearsals, productions, Research & Development weeks, readings and castings.
- Assisting with the preparation of welcome and Information packs for cast, company and creative teams including contact sheets, acceptance forms for productions and R&Ds.
- Assisting the production team with booking travel and accommodation for relevant creative teams and NYT members.
- To perform research tasks for season shows and productions whether related to creatives, venue locations, accessibility or travel.

- Attend and minute production meetings ensuring actions are prioritised and shared with all involved.
- Book, set up and prepare accessible rehearsal spaces for productions, R&D's and castings and make sure any necessary equipment is ready and available to use.
- To prepare and print scripts as required for productions, R&D's and readings .
- Supporting the Producer to communicate with the cast and company for all our programmes and productions, relating to scheduling, project updates and project timelines.
- Ensure our company members and our creative teams are thanked and valued for their contributions to the NYT Creative Programme, this may include gifts, press night support and sharing of press reviews.
- Coordinate and support project evaluation sessions to allow learnings, reflection, closure and feedback from company and creatives we work with.
- To support the delivery of the yearly fundraiser Gala for National Youth Theatre, a leading event to welcome new donors to support NYT and to showcase the creative talent of our Members.
- To support the Producer with the administration of bursaries and DBS certificates, Access to Work applications and additional administration to ensure our projects are inclusive to all.
- To support with the preparation of information packs and assessment notes for the Casting Auditions period and all castings for each individual season show.
- To manage the Casting inbox, responding to any general casting enquiries from within the membership and communicating all relevant information to members for upcoming castings.

## General

- Attend NYT productions and projects including press nights, auditions and courses, educators' events and members events and advocate for the work of NYT in all appropriate forums.
- Take part in regular staff meetings, membership focus groups and associated professional development activity.
- Support and inform the relationship management, reporting and liaison with all those who contribute to the Funding of our Inclusive Practice programmes including those who NYT may apply to into the future.
- Support and inform the growing awareness of NYT's Productions and NYT's overall inclusive practice programmes amongst future partners.
- Provide occasional relief cover at NYT's Reception Desk for our Venue & Visitor Assistants, in rotation with other permanent members of NYT's staff.
- Undertake any other duties reasonably requested across Production as appropriate.
- Undertake any other duties reasonably requested by senior team members as appropriate.
- Maintain strong, clear and consistent communication across the programme delivery team and the whole organisation.
- Operate within NYT's wide ranging policy framework at all times.
- Ensure that NYT's Diversity & Equality Policy; Equality, Diversity & Inclusion Action Plan; and Safeguarding Policy are adhered to at all times by freelance staff contracted.
- Work within agreed budgets and always in the best financial interests of NYT and our charitable aims.

## Information

**Training:** The Production Assistant will participate in the CPD opportunities offered by NYT and mandatory training in safeguarding, equality and intersectionality. They will also participate in Inclusive Practice Training and other opportunities to extend skills and experience and to network with other creative organisations.

**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.

**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.

All NYT employees have access to an Employee Assistance programme operated by Health Assured.

## Person Specification

### Essential Experience and Characteristics:

- A proven interest in live theatre and the arts and the creative sector at large.
  - Proven strong administrative skills and the ability to multitask on projects.
  - Good communication skills.
  - Ability to work effectively as part of a busy team.
  - Excellent logistical approach to organization and administrative tasks.
  - Proven ability to carry out tasks independently as instructed and use initiative when needed.
  - Competent in using Microsoft Excel.
  - An organised yet flexible approach to work.
  - Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.
  - A professional and personal commitment to Equality of Opportunity and an understanding of how this should be applied in a learning and creative environment.
- A strong understanding of and commitment to diversity in all its forms.
- Capable of working and adapting in a busy working environment working to deadlines while maintaining a calm and friendly manner.

### Desirable Experience and Characteristics:

- Previous experience or training in theatre, events, production, casting or stage management is desirable but not essential.
- A person who enjoys or has experience of mentoring, teaching or working in an environment with young people (age 14-25).
- Knowledge and experience of castings.
- A good sense of humour.
- Experience in using Microsoft Outlook.
- A can do attitude backed by relevant peer review or personal references.