

Theatre Administration Assistant



Applying for this post

To apply for this post please go to <https://www.birmingham-rep.co.uk/about-us/jobs-vacancies/> and follow the online application process.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact reptalent@birmingham-rep.co.uk

The deadline for receipt of **applications** is **20th October 2021 at 12pm**

Interviews will be held via zoom on **Thursday 28th October**

Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Role Summary

The REP is an ambitious and exciting theatre which is now growing and re-building following the impact of COVID 19. There is much to celebrate and be excited about at The REP including our 50th anniversary as well as Birmingham's Commonwealth Games Cultural Festival in 2022, the Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team, Rachael Thomas Executive Director and Sean Foley, Artistic Director.

This new role will have responsibility for general administration support and co-ordination across Executive, Producing and People teams. This will involve extensive diary management for the Executive Director and Artistic Director, meeting set-up and facilitation for senior managers, hosting VIP's, supporting with arranging events and general admin tasks.

This is a very important and busy role. You will be vital to the smooth running of the teams and it will be crucial that you facilitate great communications internally. You must be able manage work quickly and manage several tasks at one time, all while keeping calm and professional.

General office duties

- Provide daily assistance and administrative support to Executive Director and Artistic Director including diary management, co-ordinating meetings, setting up meeting rooms, dealing with correspondence, booking travel and accommodation and create travel itineraries
- Produce letters/emails/reports to aid the Theatre Admin Manager or Management team as required
- Co-ordinate and book travel and accommodation for all theatre staff (including freelance artistic staff and actors)
- Arrange and minute internal meetings as required
- Raise purchase orders and set up new suppliers as required
- Supporting other teams across the organisation at busy times, including supporting press night and opening night events
- Supporting the Theatre Administration Manager as required including with safeguarding practices including DBS checks for associates, staff and actors
- Managing the booking of The REP flats for guests and staff

Producing support

- Provide Administration support for Producing staff such as distributing information and filing of contracts as well as maintaining freelance databases
- Ensure freelance and actor contracts are obtained, stored and maintained so that we have up to date record of all staff engage by The REP at any one time

People team support

- Support the HR team with letter production and people administration including new starter and leaver processes
- Extract reports from databases and people systems as required by Theatre Admin Manager
- Provide support with organising training events, all staff events, internal meetings and company away day events including securing rooms, refreshments and issuing invites
- Maintain the people database to ensure all people records are up to date
- Support with diary and facility arrangements for interviews
- Monitor and respond to emails in the team inbox

General Responsibilities

- Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
- Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture
- Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
- Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
- All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

Person specification

You must have....

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Demonstrable administration experience in a busy office environment
- Experience in managing large databases and handling sensitive data
- Accustomed to producing and creating reporting suites
- Good IT skills in all Microsoft office packages, particularly excel and word
- Confident and clear communication skills with staff of all levels.
- Excellent communication skills face to face and on the telephone
- Excellent organisational skills and ability to work accurately under pressure
- Ability to maintain confidentiality at all times
- Ability to deal with difficult telephone conversations

It would be great if you had...

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- A good understanding of the importance of compliance and GDPR
- Interest in theatre/arts or similar environments

Terms & Conditions

Period of work

This is a fixed term role with the potential to become permanent

Pay

Up to £20,503.08 per annum dependant on experience

Hours

39 per week to be worked flexibly to suit applicant

Holidays

20 days per year plus, increasing to 25 public holidays, pro rata. The holiday year runs from 1 September to 31 August each year.

Notice period

The notice period will be 1 week per years' service up to 12 weeks

Location of work

Birmingham REP theatre – though some home working may be required whilst COVID restrictions are in place

There's no such thing as perfection...

At the REP we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team and have transferrable skills. In return you will be given support and encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The REP is for everyone, so however you identify, whatever your background, if you feel that about this role then we urge you to please apply.

It's important to us that The REP reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we would like. We want our REP to be accessible and culturally informed, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will not be shared with the recruiting managers.

Flexible working

We know flexibility is everything and we foster a working environment which is focussed on outcomes, not hours or being present. We actively encourage applications for job shares and flexible working and will make every effort to accommodate these requests.

Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

Offers

Any job offer we make is subject to: Receipt of 2 satisfactory references, Proof of eligibility to work in the UK, Role appropriate background checks