



**A NEW
DIRECTION**
We create opportunity

**GOOD
GROWTH
HUB**

with British Youth Music Theatre

**BRITISH
YOUTH
MUSIC
THEATRE**

STEP

British Youth Music Theatre

Office Assistant

Location of role: Southwark (SE15 5JT)
Placement hours: 37.5 hours
Placement length: 12 months
Salary: London Living Wage (£11.05 p/h)
STEP Strand: Theatre & Dance

About British Youth Music Theatre

British Youth Music Theatre (formally Youth Music Theatre UK) is a national performing arts education charity that specialises in creating brand new music theatre.

We work across the UK and Ireland with learning industry professionals to offer unique opportunities and high-quality training to young singers, actors, dancers and musicians as well as emerging artists and stage technicians

As an Arts Council England National Portfolio Organisation, BYMT is a youth theatre like no other – putting young people at the centre of the creative process to produce vibrant, innovative and original work in some of the UK's top venues and festivals. We work with people aged 11-21 from any and every background and our courses offer significant personal and educational benefits: developing self-esteem, improving communication and team-working skills whilst working in a professional environment.

BYMT bridges the gap between local and regional drama groups and formal training at drama schools / conservatoire. Since 2003 we have trained over 8,000 young people, many of whom have successfully entered the creative industries, such as Ed Sheeran, Sam Smith, Lauren Samuels, Charlotte Ritchie, Jack Bence, Lucy Griffiths and many more. We have also created over 80 brand new musicals, including Loserville the Musical, which went on to be produced professionally at the West Yorkshire Playhouse and in the West End and was nominated for Best New Musical at the Olivier, Whatsonstage and BroadwayWorldUK awards!

Visit our website to find out more:

<https://britishyouthmusictheatre.org>

About the role

BYMT's Administrative Assistant will assist with the day-to-day operations of the organisation, including supporting the Office and the Production, Marketing and Development team.

Duties will include:

General office

- General administration and support to BYMT staff (e.g. dealing with email/ phone enquiries, office post and scheduling meetings)
- Maintaining the CRM database (e.g. inputting data from the website to database every week)
- Recording minutes at production and other office meetings
- Helping to ensure that all data is up to date

- Using and maintaining the franking machine
- Using and maintaining the photocopier
- Maintaining office supplies
- Attendance at BYMT activities, rehearsals, shows, fundraisers

Production

- Assisting the Associate Producer on pre-production primarily related to our Easter and Summer seasons of shows and camps. This will include editing and sending out contracts, helping to build contact sheets, managing schedules, editing scripts and scores
- Assisting with the general management of each of our BYMT projects when they are up and running
- Helping prepare for BYMT public and online auctions

Marketing

- Assisting the Marketing team in the delivery of the campaigns for BYMT's activities
- Assisting with maintaining BYMT's digital channels, including writing copy and preparing content for website
- Researching specific target markets (e.g. new schools for BYMT's Discover Musical Theatre)

Development

- Desktop research (e.g. potential funders/ sponsors)
- Working with the team on fundraising events

Skills and experience

We are looking for an enthusiastic and creative individual with strong communications skills and an eye for detail, to assist with the day-to-day running of the office, we are also looking for someone with:

- Interest in and knowledge of the UK theatre industry
- Proficient in Microsoft Office
- Excellent written English

- Excellent organisation skills
- Enthusiastic and hard working
- Good people skills and a team player
- Genuine interest in young people
- Love of the arts and the benefits they can bring to young people

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 10am on 03 May 2022, you can upload video or audio responses.

STEP application form:

<https://bit.ly/3ieiStz>

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

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