

Audition Administrator

Role

The Audition Administrator post is a temporary, freelance post within the Operations Department. The Audition Administrator will assist the creative team during the YMT UK Auditions Tour in January and February 2019. This will include travelling and staying with the Creative team over up to 5 weekends.

Duties shall include, but not be limited to:

- Welcoming and registering young people and their parents.
- Producing labels for auditionees.
- Ensuring the smooth running of auditions.
- Purchasing refreshments on behalf of the creative team.
- Ensuring the creative team keep to the audition schedule.
- Assuring the safety of young people during their audition working within YMT safeguarding guidelines.
- Have a good knowledge of YMT projects in order to answer questions from parents.
- Have passed a DBS check (YMT can arrange this for you)
- Ability and willingness to visit the YMT office before and after each audition weekend to access necessary equipment relating to the tour.

Term and Conditions

Fixed term freelance contract (3-5 weekends during Jan/Feb 2019 by negotiation).

Fee - £80 per day, £50 for Friday traveling

Travel – YMT will organise all travel

Hours – Audition days will run from 9am to 6pm. You may often be required to travel on the Friday evening to ensure you are ready to start on the Saturday, then travel on a Saturday evening to be ready for the Sunday auditions, returning home on the Sunday evening.

Presentation – smart casual.

To apply, please complete a [YMT application form](#) and return to mail@ymtuk.org

Applications open until – **10am Friday 14 December 2018**. Interviews will be arranged as and when suitable applications are received.

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We are also looking for an Audition Administrator to run our **Scottish Tour Leg**. This will include the above role, plus:

- Hiring a car from Edinburgh/Glasgow
- Driving to Inverness and picking up the creative team from the airport (14/02/19)
- Driving the creative team around the tour- Inverness, Aberdeen, Edinburgh, Glasgow.
- Returning the Car. (17/02/19)
- Using your local knowledge prior to the audition to help the YMT marketing department with solid, focused sharing of the opportunity
- You will be expected to be based in the Edinburgh/Glasgow area.