

OTHER DUTIES

- General administration e.g. dealing with email and phone enquiries, office post and other duties as required.
- Assisting with other projects as and when required.

Working with young people The postholder will be required to undertake a Disclosure and Barring Service (DBS) check (previously CRB checks)

Other

- Ensure adherence to the company's policies and procedures with particular reference to child protection, race equality, diversity and health and safety.
- Work collaboratively with team members and other colleagues to meet the company's aims and objectives.
- Work in a flexible manner and to undertake other duties as reasonably requested.

Terms and conditions

Salary/fee – **this fixed term internship will be remunerated at the minimum wage level in force at the time of employment currently £13,747.50 p.a. up to the age of 24 or £14,625 for applicants aged 25 +**

Probationary period – 4 weeks

This is a fixed term position to **31st October 2017**

Place of work – Youth Music Theatre UK, Fulham, London

Hours of work: 37½ p.w.

Office hours – normally 10.00am to 6.00pm

Out of office – the post holder may on occasions be expected to stay on YMT residential courses.

Holidays - The post holder will be entitled to **11.66 days** paid holiday and time off in lieu for any bank holidays or weekends worked as required. Most of YMT's courses take place during school holidays and as a result, holidays are generally not allowed during the period 15 July to 1 September.

Pensions. YMT operates a workplace pension scheme through NEST.

The postholder is encouraged to attend selected activities and projects on which YMT is working which will, almost always, be in addition to the normal working hours.

Presentation – casual in the office but smart for occasional events and meetings.

Person Specification

We are looking for an enthusiastic and creative individual with strong communication skills and an eye for detail, to assist in the promotion of YMT's activities.

Qualifications/Experience

- Good all round level of education preferably up to degree level
- Some experience of working with databases is useful

Skills and Attitude

- A keen interest in Arts Marketing.
- Interest in and knowledge of social media and other forms of digital marketing.
- Good working knowledge of editing in iMovie or similar
- Proficient in Microsoft Office – Word and Excel and Adobe Photoshop.
- Excellent written English.
- Excellent communication and organisation skills.
- Enthusiastic and hard-working with excellent attention to detail
- Independent, can follow own initiative.

Desirable

- Interest in/knowledge of musical theatre and the arts
- Previous experience of working in an office environment and administrative skills.
- Some experience of working in an arts / cultural organisation or in a marketing role.

Ability/Disposition

- Good people skills and be a team player
- The ability to work on their own initiative
- A rapport with a variety of people including young people, their parents, theatre and staff and teachers
- Good time management

Motivation

Genuine interest in young people

Love of the arts and the benefits they can bring to young people

RECRUITMENT PROCESS

Potential applicants should complete the application form and email it to ninamcdonagh@ymtuk.org by **10:00 on Monday 20 March 2017**.

Please inform us if you have any other access needs or requirements.

Interviews from Wednesday 22 March 2017.

Starting date: As soon as possible in March 2017

Youth Music Theatre UK is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.



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