

Youth Music Theatre UK

Job Description

Title	Assistant Producer
Responsible to	<ul style="list-style-type: none"> • Jon Bromwich, Executive Producer (responsible for overall strategy, artistic planning and finance) • Deputy Chief Executive, to be appointed
Internal Relations	<ul style="list-style-type: none"> • Hannah Kipling, Programmes Administrator (Young People & Parents) • Alison Woodward, Welfare Manager (P/T) • Production Managers (Freelance) • Clare Russell, Finance Officer (P/T) • Nina McDonagh, Marketing Manager • Kate Millington, Fundraising, Development and Alumni Officer • Board of Trustees (responsible for corporate governance and approval of key policies)
External Relations	<ul style="list-style-type: none"> • Freelance Creative and Stage Management Staff • Young People on company projects • Partnering organisations • Existing and potential funders • Venues • Suppliers
Role	<p>YMT is a national educational charity working with young people in the field of music theatre. We run projects throughout the UK with our offices in London.</p> <p>The role acts in support of the Executive Producer and Deputy Chief Executive with a particular focus on ensuring the delivery of the main artistic programme including the core programme of new productions, Skills Courses, and the Creative Trainee Scheme. It also contains some internal administrative tasks including managing liaison between the senior management and the Board of Directors.</p>
Scope of the post	<p>The post involves responsibility for the following areas:</p> <p>Executive</p> <ul style="list-style-type: none"> • Liaising with the Executive Producer to develop systems and processes for delivery of the UK-wide production schedule; • Maintaining YMT organisational structure document up to date; • Planning Board meetings; • Helping to arrange meetings with prospective artistic staff for the Executive Producer;

	<ul style="list-style-type: none"> • Maintaining Health and Safety Policy, Office Risk Assessment, Equal Opportunities Policy; <p>Artistic programme</p> <ul style="list-style-type: none"> • With the Executive Producer and Deputy Chief Executive, assist in producing annual production budgets and updating forecasts during the production period; • With the Executive Producer, negotiate and book theatres for productions, managing theatre and other accommodation venue contracts; • With the Deputy Chief Executive negotiate and book all accommodation contracts; • Liaising with venues/theatres regarding specific/detailed information; • Maintaining relations with the practitioner teams including undertaking availability checks, preparation of artistic staff contracts, ensuring all contracts are returned, maintaining the database of staff, acquiring CVs and photographs and providing to the Marketing Team, arranging travel and/or accommodation where not in residential accommodation; • With the Welfare Manager ensuring all staff are DBS checked in time for rehearsals; • With the Executive Producer interviewing and appointing Production Managers; • Line management of Production Managers, including overseeing of technical and stage management team recruitment, contracting technical and stage management teams; • Overseeing the Creative Trainee Scheme including promotion, appointment of interview team, arranging interviews, making appointments and allocating to productions; • Managing the schedules and contracts for the voice and singing coaches; • Producing the annual Christmas Concert, Let It Snow; <p>Finance</p> <ul style="list-style-type: none"> • Oversee petty cash payments and returns; • Approving payments with the Deputy Chief Executive and Finance Officer; <p>Administration</p> <ul style="list-style-type: none"> • Ordering stationery; <p>Other</p> <ul style="list-style-type: none"> • Organise the Christmas Party; • Other matters as and when agreed.
Support	The post will be supported by interns and volunteers when available.
Working with young people	The postholder will be required to undertake an enhanced check through the Disclosures and Barring Service (DBS).

Finance and Administration	The postholder will need to be able to work within the budgetary constraints of the Finance Officer
Other	<ul style="list-style-type: none"> • ensure adherence to the company’s policies and procedures with particular reference to race equality, diversity and health and safety • work collaboratively with team members and other colleagues to meet the companies aims and objectives • work in a flexible manner and to undertake other duties as reasonably requested • supervise volunteers and casual staff
Terms and conditions	<p>Salary/fee £18,000-£22,000 reviewed in March 2018 and thereafter annually in March for the following financial year.</p> <p>Probationary period – six months. Appraisals – March.</p> <p>Place of work – Youth Music Theatre UK’s offices in Fulham. Note that YMT is planning a move within London during the next year.</p> <p>Office hours – normally 10.00 am to 6.00 pm but the company is flexible in its approach to hours. Occasional evenings and weekend working.</p> <p>Out of office – the postholder may on occasions be expected to stay on YMT residential courses.</p> <p>The postholder will be entitled to four weeks (20 days) paid holiday pro rata and time off in lieu for any bank holidays or weekends worked as required by the Marketing Manager or Executive Producer. Most of the courses take place in school holidays; as a result, holidays are generally not allowed during the period 15th July to 1st September.</p> <p>The Charity has a company pension scheme within the statutory framework.</p> <p>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.</p> <p>Presentation – casual in the office but more formally for the occasional conference or sponsorship meeting.</p>

**RECRUITMENT
PROCESS**

Potential applicants should complete the application form and email it to mail@ymtuk.org by **17:00 on Thursday 14 September 2017**.

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

Interviews from 27 September 2017

Starting date: 30 October 2017 or as soon as possible thereafter.

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.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

NASUWT
The Teachers' Union