

**Job Description: Somerset Youth Theatre Administrator**

**Basic information**

Contract: Freelance contract, initially until 31 December 2021 with the possibility of extension until July 2022, subject to funding.

Reporting to: Somerset Youth Theatre Artistic Director.

Fee: £1,000.

Location: activity takes place at various locations across Somerset although we expect the majority of this contract will involve home working.

**About Us**

We believe every young person in Somerset should have a safe place to explore, create and find their voice through theatre

Somerset Youth Theatre provides a safe, nurturing space for young people in Somerset to make devised theatre both on-line & in-venue, with professional artists & experienced, qualified youth leaders. ​

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We do this because young people's voices matter.​

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We believe any member of Somerset Youth Theatre has the power to make change in their community and the world.​

Somerset Youth Theatre currently has groups in Yeovil, Taunton, Langport, Highbridge and Shepton Mallet (to start October 2021). We have started the process of transitioning the management of some of the groups from Wassail Theatre Company to Somerset Youth Theatre CIC. The successful applicant will support this transition, liaising with both organisations to do so.

**The role**

This freelance role is an opportunity to contribute to the development of Somerset Youth Theatre CIC as it grows into a thriving organisation.

The initial contract will prioritise administrative work. We’ve applied for funding to continue and develop the role, to include marketing and outreach co-ordination too. This will be subject to a different contract, although we’re keen to find someone who can grow into that role.

This is a job for an organised, practical and proactive multi-tasker who has a flexible diary and a commitment to Somerset’s cultural landscape. It requires confidence, resourcefulness and a commitment to creating and maintaining excellent administrative systems.

We anticipate the role will involve between 20-24 hours per month.

**Key Responsibilities** include

Venues, partners & artists

* Contract session leaders using standard ITC contracts
* Book appropriate space(s) for sessions
* Liaise with partners & partner venues regarding ticketing/booking, safeguarding, registration information and GDPR where necessary
* Create and share registers for session leaders
* Share relevant medical, safeguarding and emergency information with session leaders as necessary
* Liaise with partners, venues & artists about any information for dissemination to participants
* Work with partners, venues & artists to adapt Covid-secure practices in line with Government guidance if and where necessary

Parents, carers & participants

* Create and manage external booking links (eg Eventbrite or similar) for parents/ carers to book sessions directly where necessary
* Manage bookings where necessary
* Manage session waiting lists
* Maintain clear and consistent communication with participants, parents & carers, reminding them about sessions and promoting other opportunities where relevant
* Manage participant registration information including photo permissions and code of conduct, liaising with partner venues and session leaders where necessary
* Safely store GDPR information according to GDPR regulations and effectively maintain and monitor the data for reports and evaluation
* Raise, send and follow up invoices to parents where necessary
* Answer queries that come in from parents/carers and others
* Clearly communicate any adapted Covid-secure practices with young people, carers & parents if and where necessary, with a clear awareness of up-to-date regulations.

Information management & finance

* Create, manage and maintain a secure cloud-based storage system (likely Google Drive) and email systems
* Keep participant personal information confidential and up to date, storing it in the appropriate place and deleting six months after a participant stops taking part in activity
* Liaise with partners/venues about expected session income according to the specific arrangement in each case
* Raise, send and follow up invoices to parents where necessary
* Handle cash where necessary
* Pay invoices sent to SYT

Marketing

* Create and distribute promotional material for sessions ensuring that SYT logo, imagery and language is cohesive and accessible - reaching out to our harder to reach young people and families
* Support online marketing campaigns including social media and web content
* Graphic design skills are an advantage.
* Proficient in social media marketing & outreach

Other

* Liaise with SYT’s Artistic Director, partners and artists about future developments of activity as necessary
* Any other duties as reasonably required.

Apply by sending a covering letter (no more than one side of A4) and your CV to [info@somersetyt.com](mailto:info@somersetyt.com)

Deadline: 5pm Monday 13th September 2021

Interviews being held on Zoom w/c 20th September 2021