



THEATRE ADMINISTRATOR (MATERNITY COVER)

JOB DESCRIPTION

Salary:	£27,000-£30,000 per annum dependent on experience
Terms:	Fixed Term Contract ending April 2022 (Maternity Cover)
Hours:	42 hours average working week over 5 days Monday-Friday, but with the flexibility to work across 6 days during production periods to support technical departments and events when required. There is no overtime agreement as part of this contract, but TOIL will be given for hours worked beyond the average.
Holiday:	20 days + bank holidays per annum pro rata
Reports to:	Director of Productions
Responsible for:	Line Manager of the Stage Door Team
Location:	Bridge Theatre, 3 Potters Fields Park, SE1 2SG

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner, Tim Levy and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End.

In 2020, we produced a new series of Alan Bennett's Talking Heads for BBC One. A new theatre in King's Cross is currently in development.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including A German Life, a one-woman show starring Maggie Smith, and A Midsummer Night's Dream, an immersive reimagining of Shakespeare's classic. My Name is Lucy Barton, performed by Laura Linney, opened on Broadway in January 2020.

ABOUT THIS ROLE

This role provides administration and internal communications support for the Bridge Theatre staff and a link between the Theatre and the London Theatre Company office. This role works closely with the Director of Productions, Heads of Departments, House Manager, Finance Department, Theatre Facilities Manager and other managers/supervisors at the theatre and supports the day-to-day operational running of the venue.

BRIDGE THEATRE

This role is also responsible for line managing and coordinating the Stage Door team in their duties to provide a welcoming atmosphere and support structure for staff, visiting companies and the public.

DUTIES AND RESPONSIBILITIES

Administration

- Provision of a clear and operationally effective administration and information support system for all departments
- Provide Payroll and HR support between technical departments and the finance department. This includes providing weekly payroll information for all Show Staff, creating and tracking all technical contracts, producing end of contract reports and assisting with expenses (in coordination with Payroll and Finance Administrator)
- System Administrator for the rota system for both Front of House and Technical teams; overseeing data for FOH and running it for the Technical department
- Coordinate, manage requests and update the online Bridge Theatre Planner
- Working closely with the Bridge Theatre Senior Management on project work as required and providing senior managers with administrative support as reasonably required
- Management and procurement of office supplies, within agreed budgets and keeping an accurate inventory of supplies and overseeing stationery requests made to Stage Door
- Chair and record minutes at operations meetings in the venue and follow up to ensure actions are taken and information is passed to relevant persons/departments
- Ensuring consistent and transparent communication across managers, including Senior Management Team, of theatre activities and operations
- Assisting Front of House with reporting and inventory management as required
- The main point of contact for our I.T contractors, coordinating projects and procurement at both the Theatre and at London Theatre Company Office
- Maintaining up to date record keeping for all incidents and accidents and reviewing this with the Bridge Theatre Senior Management team on a monthly basis. Providing slick reporting back to the London Theatre Company Executive and Board on a regular basis.

Line Management

- Line manage the Stage Door team (made up of three permanent staff and a pool of casuals) ensuring the smooth running of the Stage Door and Green Room
- Rota the Stage Door team, managing timesheets and holiday requests
- Ensure that the Stage Door team are kept refreshed on all life safety systems and emergency procedures and that the Stage Door manual is up to date

Compliance:

- Supporting managers in the implementation of health and safety procedures, training and good practice. Checking procedures are up to date and stock checking first aid kits across the site.

BRIDGE THEATRE

- Support the HR function in maintaining and disseminating policies, procedures, and staff manuals

Building/Theatre:

- Support the Theatre Facilities Manager ensuring the smooth running of the building
- Support the Senior Team in liaising with the estate and landlord and provide written reports and administration for any incident occurring at the venue, including ensuring adequate records are kept
- Alongside the House Manager assist with the coordination and scheduling of the cleaning company for regular and periodical cleans
- Welcoming in visiting companies and providing them with the necessary inductions and information, working with them to understand the needs of each production within the building
- Point of contact for visitors to the venue as necessary
- Assisting the Assistant Producer with programme credits, model box coordination and liaising with the technical team
- Support the Head of Sales and Audience Insight with the coordination of Access performances

HR

- Inducting new staff at the theatre, managing the allocation of access fobs/cards and keeping this information up to date
- Responsible for onboarding and offboarding Bridge theatre staff as required by HR procedures and ensuring valid proof of right to work is checked and documented in coordination with HR
- Issuing contracts for all Technical Contracted Show Staff and ensuring the completion of onboarding and offboarding processes
- Administer records on the company's HR software for the theatre teams as necessary to support the HR process within the organisation
- Responsible for conducting Display Screen Equipment (DSE) workstation assessments to reduce risks and provide training and information for all staff

Person Specification:

Essential

- Strong organisational and administrative skills
- Ability to manage dynamic and changeable workloads
- Approachable and friendly
- Experience of working in administrative roles, or areas of the industry with relatable responsibilities (e.g. stage management or production/event management)
- Good leadership skills to manage a small team of part time staff
- Proven ability to work with existing and create new admin systems
- The ability to work well under pressure in a collaborative environment
- Strong I.T skills and the ability to utilise a range of different software packages to organise and streamline information handling

BRIDGE THEATRE

- The ability to handle a wide range of tasks and project work consecutively and proactively and manage multiple tasks concurrently
- Punctual and reliable, with an understanding of the importance or confidentiality in the workplace
- Ability to communicate with people at all levels both internally and externally

Desirable

- A good working knowledge of using Smartsheet
- Health and Safety Qualification IOSH or similar
- Experience of working in a producing house theatre

HOW TO APPLY

To apply: please email recruitment@londontheatrecompany.co.uk with your completed Application Form and Equal Opportunities Monitoring Form. (Please note we do not accept CV's).

Deadline for applications: **Friday 23rd April 2021 12pm.**

Interviews will most likely take place week commencing 26th April.

This role ideally has a start date of May.

For more information, including Application Form and Equal Opportunities Monitoring Form please visit www.bridgetheatre.co.uk or email recruitment@londontheatrecompany.co.uk

If you have any queries, please contact recruitment@londontheatrecompany.co.uk

We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.