

## Auditions and Courses Coordinator

**Responsible to:** Head of Skills and Training

**Working with:** This role sits within the Audition and Courses team, alongside three other full-time members of staff. This is a busy department that requires flexibility and the ability to work both independently and part of a team.

**Working hours:** 37.5 hours per week, usually worked Monday to Friday, but you would also be required to work two weekends per term 9.30am- 5.30pm with flexibility to do more if needed.

**Salary:** £29,000 per annum

**Location:** National Youth Theatre, 443- 445 Holloway Road, London, N7 6LW

### About National Youth Theatre

The National Youth Theatre of Great Britain is an ambitious and vibrant youth arts charity that nurtures creative expression, personal wellbeing, and skills development, engaging thousands of young people aged 11-30 locally, pan London and around the UK every year. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people for 70 years. We enable, support, and showcase exceptional performers, creatives and backstage talent from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. A host of leading writers received one of their early commissions from NYT, including James Graham, whose first professional commission was from NYT with *Tory Boyz*, which premiered at the Soho Theatre in 2008. Other writers who received an early commission from NYT include: Zawe Ashton, Miriam Battye, Sarah Solemani and Jack Thorne.

Our rich and ever-growing production archive demonstrates the vital role that NYT plays in the ecology of UK theatre. From epic outdoor production *Nest* performed on a nature reserve as part of Leeds Year of Culture 2023, to West End NYT REP company residencies and our new writing festival StoryFest; commissioning & platforming 10 new plays yearly in our Workshop Theatre on Holloway Road. Every year we reach out across the country to engage thousands of young people and deliver skills-based courses for members and non-members. We produce ambitious theatrical productions in leading theatres across the UK and around the world.

### Our Culture

At the National Youth Theatre, we work towards a culture that is inclusive, creative, and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave, and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness, and respect. We believe that we do better work together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our

communities, our industry, and the wider world. Whatever your background or wherever you are from, we invite you to support our mission to be a creative force for good at a critical time for our industry, country, and world.

## **JOB DESCRIPTION**

### **Main purpose of the role**

The main purpose of this role is to support the ongoing delivery of our auditions programme and training courses. This will include the administration of our drama club and masterclass offer and our auditions and membership courses. This is both an administrative and front facing role where you will be welcoming participants, parents and carers, and ensuring NYT values are represented across our courses. Alongside the wider team you will be responsible for and making sure our programmes run efficiently and will work closely with our associates, freelancers and front of house staff to provide a positive and creative experience for all that engage with our programmes.

### **Key responsibilities**

#### **Drama Club and Masterclasses**

- Support the administrative setup of all Drama clubs and Masterclasses and continued administrative tasks throughout the delivery of the courses.
- Project coordinate on drama clubs and masterclasses taking place during term time and school holidays, being the first point of contact for participants, parents and carers and freelancers.
- Populate registers and provide session materials prior to classes for facilitators.
- Contact parents and carers if participants are absent and foster positive, communicative relationships throughout.
- Send weekly emails with session outcomes to parents and carers and answer any enquiries relating to courses.
- Maximise participation in courses by working with the communications team and coordinating waiting lists for sold-out courses.
- Liaise with parents/guardians and carers to create and implement access/care plans for participants with additional needs.
- Support the facilitation of bursary funded and fee waived places across our short course programmes to ensure the NYT offer reaches all who want to participate and that fees are not a barrier.
- Ensure our short course participants are made aware of the progression opportunities throughout the NYT offer whether for backstage or on-stage training – including routes through to auditions for membership and attendance at NYT Productions.

#### **Summer courses**

- Administer the setup of all the membership intake courses and support the Head of Skills and Training across the full range of NYT membership intake programmes.
- Support the project delivery of our intensive summer period of short courses with a particular focus on Drama club and masterclasses running both in London and regionally.
- Liaise with NYT Associates, venue staff, parents/guardians and participants during all courses ensuring all communication is inclusive, effective and supports the participants' experience.

- Assist with the collation and analysis of data and feedback from NYT training programmes on NYT systems including Membership profiles on the NYT website.

### **Auditions programme**

- Support the Auditions and courses team with the set up and implementation of the auditions process for community, schools and digital auditions.
- Coordinate audition days held at NYT and be the first point of contact on arrival.
- Support on any follow up administrative task after audition days
- Respond to enquiries regarding auditions from participants and parents and carers.
- Support the participation, outreach and awareness building of our community auditions and our fee waiver and bursary programmes for eligible participants.

### **General**

This role requires you to work across courses and programmes and be a positive advocate for all of our work at NYT, our membership offer and outreach programmes.

### **Information**

**Training:** The Auditions and Courses Coordinator will participate in the CPD opportunities offered by NYT and external organisations to learn about safeguarding, equality, and quality assurance. The post holder will participate in our planned Diversity and Disability Awareness Training and other opportunities to extend skills and experience and to network with other organisations.

**Annual leave:** NYT offers annual leave of 25 days plus public holidays, with one extra day added after your first year is completed.

**Volunteering:** NYT offers all staff up to 4 days of volunteering time within a charity or organisation that is intended to directly enhance our collective and individual awareness and understanding of equity, equality, inclusion and diversity and its application within NYT's work.

**Tickets:** Free tickets to NYT's productions and events

**Discounts:** On NYT courses and merchandise.

**EAP:** Advice and support available from our Employee Assistance Programme, Health Assured.

**TOIL:** The role will qualify for TOIL in accordance with our staff policy as written in the Staff Handbook.

**DBS:** In keeping with our Safeguarding Policy, Employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate.

### **Person Specification**

**Essential Experience and Characteristics:**

- Experience of working with young people.
- Experience of dealing directly with the public in a customer facing role.

- Experience of working in a busy team and working effectively within an office environment.
- Proven strong administrative skills and the ability to multitask.
- The ability to work under pressure to meet deadlines while maintaining a calm and friendly manner.
- Strong written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.
- Excellent organisational skills with the ability to prioritise tasks.
- Proven ability to carry out tasks independently as instructed and use initiative.
- Adaptable to change.
- Competent IT skills including Excel and other Microsoft packages.
- A professional and personal commitment to Equality of Opportunity and an understanding of how this should be applied in a learning and creative environment.
- A can-do attitude backed by relevant personal references.

Desirable experience:

- Understanding of the wider creative sector including Backstage and Production roles
- Understanding of safeguarding protocols and procedures