



# LEWISHAM YOUTH THEATRE

## Role Description

**Role:** Administrative Assistant

**Responsible to:** Programmes Administrator

**Commitment:** 1 day a week

## Lewisham Youth Theatre Background

Based in Catford, South London, LYT has created theatre with and for young people aged from 3 to 24 since 1987. LYT is run by professional theatre practitioners with the aim of creating high quality drama projects and performances with and for young people. We believe that this experience should be accessible to all. All our workshops are free and we do not audition members, although we expect a high level of commitment. We target those who are traditionally excluded and 70% of our members face disadvantage, across a range of needs. LYT's youth members perform full scale productions in the Broadway Theatre Studio and in other venues around the borough. We give our members as near to professional experience as possible, using high production values.

## Administrative Assistant Role Overview

Administrative Assistants will work closely with the Programmes Administrator to support the smooth running of LYT's office, project delivery and monitoring processes. This hands-on role will allow you to learn about project management, evaluation, budgeting, database management and communications.

Since social distancing measures linked to the Coronavirus pandemic came into effect in 2020, LYT has developed different ways of engaging with our participants online and in person. These new ways of working, and the requirement for staff to work from home, led to changes in our administrative systems and the ways we coordinate our projects. As we return to working and performing in person (where safe to do so), we will look for new ways to build on what we have learned and improve our administrative systems.

In 2022, we aim to produce plays with young people taking lead roles at all levels of the productions: young performers and writers; young directors and producers; young designers, stage managers and technicians. Administration is a vital part of our efforts to support Lewisham young people to flourish and take the lead.

## **Skills and Qualifications**

You will have:

- An interest in or experience of arts administration / management
- An interest in supporting young people to reach their creative potential
- Commitment to keeping young people safe and ability to follow LYT's procedures for Safeguarding, Anti-Bullying, Equal Opportunities and Data Protection.

You will be:

- Reliable and able to commit to the agreed days and times
- Approachable and able to communicate with children, young people and adults
- Organised
- Creative and able to think outside the box
- Able to work well in a small team
- Flexible and able to take on new or challenging tasks as they arise

As this role includes contact with children and young people, you will need to hold a recent DBS (formerly CRB) check or be willing to undertake one.

## **Administrative Assistant Responsibilities**

LYT expects Administrative Assistants to work closely with the Programmes Administrator, supporting them in the smooth running of both the office and the project delivery.

**Administrative Assistant** tasks will include:

- Preparing and updating workshop registers and folders
- Maintaining accurate monitoring of young people's involvement in all LYT's projects through the Views database,
- Ensuring the integrity of LYT's evaluation systems in a timely manner linked to funder reporting deadlines
- Maintaining and updating a database for all those involved with LYT
- Supporting Programmes Administrator in coordinating participatory projects
- Upholding LYT's safeguarding policies and reporting any concerns to the Designated Safeguarding Lead
- Undertaking other duties in regard to office and project administration as required

## **Other Information**

LYT works successfully with a small project team. This sometimes means that all must participate in duties outside specific role descriptions in order to facilitate a smooth and professional production. Volunteers and placement students are expected to remain flexible and contribute to the requirements of the organisation whenever possible, even when tasks are not specifically listed in their responsibilities.

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