



LEWISHAM YOUTH THEATRE

Role Description

Role: Administrative Assistant

Responsible to: Finance and Administration Coordinator

Commitment: A commitment of 1 day per week, on a weekday from 10.30-4.30 when training, with the possibility of fewer hours once experienced. See current Volunteering opportunities, available for download at www.lewishamyouththeatre.com

Lewisham Youth Theatre Background

LYT has created theatre with and for young people aged from 8 to 25 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 our Creative Hub on Lewisham High St. and in other venues around the borough. We give our members as near to professional experience as possible, using high production values and working from scripted texts. We aim to provide a foundation from which our members can go on to work within the theatrical profession.

Administrative Assistant Role Overview

The Administrative Assistant 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 give you a broad overview of theatre administration, including budgeting, database management and communications. It will also provide the opportunity to learn and work with Views Database.

The Administrative Assistant also acts as a support for all young people involved in LYT's projects. You will need to have a commitment to keeping young people safe and the ability to follow LYT's procedures for safeguarding, anti-bullying, equal opportunities and data protection.

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
- An interest in or experience with databases

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 check or be willing to undertake one.

LYT works successfully with a small production team. This sometimes means that all must participate in duties outside specific role descriptions in order to facilitate the smooth running of the office. Volunteers and placement students are expected to remain flexible and contribute to the requirements of the projects whenever possible.

Administrative Assistant Responsibilities

LYT expects Administrative Assistants to work closely with the Finance and Administration Coordinator, 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.

Lewisham Youth Theatre, 436 Lewisham High St, SE13 6LJ. Email Natalie at volunteering@lewishamyouththeatre.com