

## Administration Placement Application Pack

Here at Paines Plough we are always looking for ways to demystify the way we go about commissioning, producing and touring new plays in order to provide support for theatre makers at any stage of their careers through a programme called [Insights](#).

As part of Insights we offer a flexible programme of work placements designed to support the study of students on university and drama school courses at MA or BA level with practical work experience of a busy touring theatre company. Please see below for information on how to apply for our Spring/Summer 2017 programme.

### OVERVIEW

#### Timeline

This placement lasts for 12 weeks from 10 May to 28 July, and you will be in PPHQ 3-5 days per week, depending on the placement and your personal study requirements, 10am-6pm with a one-hour break for lunch.

#### Expenses

We cover travel expenses within London, as well as occasional theatre trips and touring opportunities.

#### Content

As our Administration Placement you will gain experience in: office administration, literary submissions, theatre finance, web editing, CRM systems, and events and project support and planning. This role is suited to anybody looking to work in arts administration roles.

As well as the work experience and training specific to your placement, there will be opportunities to participate in company-wide training. Previously Placements have received training in:

- Office skills and time management
- Consultative selling
- Data management
- Tone and style
- Budgets and accounting
- Creating design briefs
- Tour-booking

### HOW TO APPLY

Please send a CV and one-page covering letter detailing your experience, why you are interested in Paines Plough and what you hope to gain from the placement to [office@painesplough.com](mailto:office@painesplough.com).

<b>Application deadline</b>	10am on 22 April
<b>Interviews</b> <b>Administration</b>	25 & 26 April
<b>Placement dates</b>	10 May – 29 July

If these dates are not quite suitable for your course, please do send in your application anyway as we will be open to discussing alternatives.

## JOB DESCRIPTION

**Responsible to:** Administrator

The Administration Placement works closely with the Administrator and Finance & Administration Assistant supporting day to day administration of the company and will have the opportunity to take responsibility for the co-ordination of specific projects. Duties include but are not limited to:

### **Office Administration**

- To support the Finance & Administration Assistant with preparation for meetings, including collation and distribution of papers, preparation of refreshments, and welcoming guests.
- To assist the Administration Team with general office management including routine correspondence, distributing post, general housekeeping, monitoring and ordering stationery supplies and consumables when running low.
- To work with the Finance & Administration Assistant on the administration and promotion of rehearsal space including welcoming hire clients, marketing the facilities and co-ordinating bookings.
- To assist with the filing of company and financial documentation.
- To upload invoices and financial documents to our accounting software, QuickBooks.
- To co-ordinate and arrange theatre tickets for staff.
- To arrange postage, couriers and other deliveries as necessary.
- To provide general assistance to all staff as necessary alongside core duties.

### **Literary and Auditions**

- To manage the invitations database and regularly inform the company of recent invitations to other productions.
- To assist with running the company's unsolicited script submission process, maintaining the script database and distributing scripts to be read.
- To support in the project management of Open Auditions, liaising with venues, coordinating publicity, managing communication with actors, arranging audition timeslots and acting as front of house as necessary.

### **Press, Marketing and Digital**

- To assist with updating content on the company website.
- To assist with the proofing of newsletter and website copy and data.
- To assist with the maintenance of company CRM and database, Salesforce.
- To collate and process audience feedback (on and offline) in the company's central database.
- To generate reports on show data as required.
- To work with the Marketing Placement to assist in maintaining and updating MailChimp.

### **General**

- To attend company previews, events and press nights as required.
- To be an enthusiastic advocate of Paines Plough and have a thorough understanding of the company's mission, vision and aims.
- To uphold and implement Paines Plough's policies including but not limited to equal opportunities, health and safety and the staff handbook.

## PERSON SPECIFICATION

Candidates need to possess the following attributes/skills to be considered for the position of Administration Placement:

### **Essential knowledge, skills and experience**

- An enthusiasm for theatre, particularly new writing.
- A demonstrable interest in pursuing a career in arts administration.
- An ability to work well within a small team.
- A friendly and welcoming attitude.
- Excellent oral and written communication skills.
- Excellent accuracy and attention to detail.
- A capacity to operate and understand IT packages and databases, particularly Microsoft Office.
- An ability to prioritise a wide variety of tasks and work to tight deadlines.
- In full or part time education for the duration of the placement.

### **Desirable knowledge, skills and experience**

- Experience of working in an administrative role.
- An awareness of the theatre industry as a whole, in particular the subsidised sector.
- Experience of editing a website.

## TESTIMONY

Bhavini Goyate was our Trainee Administrator thanks to Creative Access in 2015-16. As part of the Administration Team Bhavini developed skills in project management, company administration, IT and HR. She is now the Administrator at tiata fahodzi.

*"It was from my traineeship here that I knew I not only wanted to work in theatre, but I had a tangible future in it. I was given the space to flourish with an amazing support system of mentors and colleagues, who I am still in contact with now I am the administrator of tiata fahodzi, and are still ever present in my career whenever I need help or support."*