

National Theatre

Job Pack
Office Administrator and Executive
Assistant to the Managing Director, NTP
Fixed Term Contract (18 Months)

About the National Theatre



Our Purpose

The National Theatre (NT) makes theatre that entertains and inspires using its creativity, expertise and unique reach.

We share unforgettable stories with millions of audience members across the UK and around the world – on our own stages, on tour, in schools, on cinema screens and streaming at home.

World-leading artists make their best work at the NT with the widest possible audience and impact.

We invest in talent and innovation on stage and off. We take seriously our role as the nation's theatre. Of the new productions we develop each year with a wide range of theatre companies, a third of that R&D resource is dedicated to shows staged at theatres outside London.

Through touring our work to local theatres and schools and nationwide education and community programmes, we are active in 71 of the 109 levelling up priority areas in the UK.

A registered charity with deeply-embedded social purpose, the NT works with hundreds of schools and communities across the UK to spark imagination and inspire creativity, and to develop skills and pathways for careers in theatre.

Our key objectives as we look to the next five years are towards economic, environmental and social sustainability, upholding a culture that aims to take care of our people and the wider world.

Our Values

The values that guide us.

Make a positive impact, striving to make the world a better place through theatre.

Bring your passion, applying energy and expertise to achieve the highest standards.

Collaborate to create, bringing ideas to life through teamwork and forging connection.

Empower each other, working to build and uphold an inclusive and equitable culture.

Act with confidence, with the courage to make clear, intentional decisions that support our shared vision.

About the NTP Department



National Theatre Productions (NTP) aims to extend the life of National Theatre work, without subsidy, in London's West End, on tour throughout the UK, on Broadway, internationally, and in collaboration with coproducing partners around the world. Since 2009, NTP has transferred 24 productions to the West End, taken six productions to Broadway, toured the UK and Ireland extensively with a broad repertoire of productions originating at the National Theatre on the South Bank. National Theatre productions have now been seen across five continents by over 16 million people worldwide.

Contract Type: 18 Month Fixed Term Contract

Hours: 35 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.

We would be open to a discussion and requests for alternative, part-time hours and work patterns as well a potential job share. Please do state in your application if this would be something you would like us to consider for you.

Salary: £27,560 per annum

Unfortunately, we are unable to progress an application for this role if you do not currently have (or would be able to obtain) an ongoing right to work in the UK. We cannot sponsor candidates under a work visa for this role because the role is ineligible for sponsorship under the UK government's requirements for the Skilled Worker visa route. If you have any queries or would like to discuss this matter further, please contact recruitment@nationaltheatre.org.uk

Responsible to: Head of General Management



Purpose of the Role

The Office Administrator & EA to Managing Director will support the work of a busy production department by ensuring that the office runs in an efficient manner. They will also carry out administrative duties for the Managing Director.

Duties and Responsibilities

The Office Administrator & EA to Managing Director will be responsible for overseeing the daily routine of the office. Duties may include:

- Booking courier deliveries and transport
- Maintaining office contact databases and filing systems
- Providing assistance and support to the NTP team, such as arranging meetings and conference calls
- Supporting the management of office calendars and shared diaries
- Attending NTP meetings and taking notes where necessary
- Supporting new starter inductions and paperwork
- Liaising with the NT Archive, ensuring that they receive what they need from NTP and obtaining research materials when required
- Working with IT to oversee equipment (laptops, telephones etc) and resolve related issues
- Coding and processing non-production related invoices and credit card statements
- Dealing with enquiries from the general public and NT teams quickly, courteously and efficiently and passing on to the NTP team where required
- Ensuring that visitors are received and made welcome
- Maintaining the office's stock of stationery and supplies including tea/coffee/milk etc
- Keeping the office in good order
- Carrying out research and ordering research materials such as scripts of interest when required
- Providing assistance to the Managing Director, for example diary management, arranging meetings, conference calls and house seats
- Organise travel for the Managing Director where required, where necessary in conjunction with the EA for Executive Producer. To include booking flights and hotels, arranging per diems, producing itineraries and ensuring visa needs are met
- Processing expenses and credit card reconciliations for the Managing Director
- Additional hours including some evenings and weekends may be needed in order to fulfil the requirements of this role
- Any other duties as reasonably required.

Person Specification

- A helpful and approachable person who is comfortable being a first point of contact for the NTP office
- Experience of office management and administration including diary management; organising travel; and processing invoices
- Excellent organisational skills with experience of managing immediate and long term deadlines
- The ability to work effectively as part of a team and on own initiative, and to be able to work calmly under time pressure
- Computer literacy including knowledge of Word, Excel and Outlook
- Experience of handling confidential information with discretion
- A willingness to occasionally work unsociable hours
- An interest in and understanding of the theatre sector and the National Theatre.

Recruitment Process

Link to apply: <https://jobs.nationaltheatre.org.uk/>

Closing date: Monday 16th September 2024 at 10:00am

Further queries: email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants, and bookshop, as well as in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank)
- Access to retailer discounted gift cards and a cash back on spending card
- Access to interest-free season ticket loan and cycle scheme partnership
- Pension schemes with Legal & General and NEST
- 25 days annual leave increasing up to 32 with length of service (plus bank holidays)
- Sabbatical option, subject to agreement and policy
- Generous sick pay
- Family-friendly employer with supporting policies
- Hybrid and flexible working, subject to agreement and policy
- Training and Development Programme via e-learning platform, and specialist in-person training relating to role
- On-site Occupational Health and Wellbeing support
- Free-to-access Employee Assistance Programme, enabling counselling and mental wellbeing support, financial and legal advice, and advice on caring responsibilities
- On-site staff canteen and bar

Staff networks and communities:

The National Theatre has five Staff Networks:

[Disability Network](#)

[LGBTQ+ Network](#)

[Amplified: Network](#) for the Global Majority

[Women's Network](#)

[Parents and Carer's Network](#)

The networks are run voluntarily by our staff.

The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. As users of the disability confident scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you would like to speak to someone about any adjustments or concerns you can email recruitment@nationaltheatre.org.uk and we will be in touch with you to make the necessary arrangements.

People Department 2024

