**HAMPSTEAD THEATRE RECRUITMENT PACK**

**PRODUCTION ADMINISTRATOR**

Thank you for your interest in the role of **Production Administrator** at Hampstead Theatre.

To apply for the position, please complete the application form with particular emphasis on how you meet the person specification.

You should send your completed application form to jobs@hampsteadtheatre.com.

The deadline for the position is **Wednesday 4th February 2015 at 5pm**.

For an informal discussion about the role, please contact:

Neil Morris

Director of Operations and Associate Producer

neilm@hampsteadtheatre.com

**DIVERSITY STATEMENT**

Hampstead Theatre believes that theatre and the arts must be relevant and accessible to the many, not just to the few.

Hampstead Theatre is an equal opportunities employer opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds.

We welcome applications from candidates from diverse backgrounds.

**ACCESS STATEMENT**

If this form is not an appropriate application method for you because of an impairment or disability please contact us to make alternative arrangements.

**THE HAMPSTEAD STORY - ORIGINAL AMBITIONS.**

Our belief: To entertain the world with originality

Our purpose: We believe the greater the ambition, the greater the impact

Welcome to Hampstead Theatre. We were born in a humble hut over fifty years ago. Our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. That not only entertained but propelled the art form forwards. From Harold Pinter testing out his early plays here to the likes of Mike Leigh, Michael Frayn, Brian Friel and Terry Johnson – to name just a few. Original thinkers, every one.

We’re still driven by the same ambition. To challenge, influence and shape the future of British theatre. To create the future mainstream - entertaining experiences that are original and ambitious. We see ourselves as part of a rich tradition that stretches back to the age of Shakespeare. A tradition that mixes craftsmanship with entrepreneurship. Commercial success with critical acclaim. And a creative eye that seeks out variety – from musicals like *Sunny Afternoon* to mould-breaking plays like *#aiww: The Arrest of Ai Weiwei* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic park.

We left our hut a long time ago and now occupy London’s newest theatre. Purpose built for the 21st century to allow our writers, actors, directors and producers maximum creative flexibility. It’s from this base that we will take our work to the wider world. To the West End. To the Internet. And beyond. Our ambitions are big. We aim to move theatre forwards with new ideas, talent and energy to excite our audiences with the lateral, the fresh and the unexpected. It’s part of our belief that innovation, reinvention and surprise are the lifeblood of true entertainment. Here’s to the future – it belongs to those who cherish originality.

**PRODUCTION ADMINISTRATOR – JOB DESCRIPTION**

A vacancy has arisen at Hampstead Theatre for an exceptionally talented individual to join an intimate, ambitious team dedicated to creating exciting and original theatre.

The Production Administrator role will encompass a wide-range of duties covering all aspects of the production and administrative functions of the theatre. Naturally, this will involve working closely with the executive – to whom this role will report – as well as all departments, plus actors, directors, creative teams, agents and producers.

The successful candidate will be a well-organised self-starter, able to change their approach to suit circumstances, anticipate problems before they arise and handle multiple tasks with competing deadlines.

Positive, proactive and passionate, the Production Administrator must possess the confidence to handle any situation with tact, sensitivity and diplomacy.

The list of duties below (which is by no means exhaustive) are shared between two people within the department. Accordingly, there will be an opportunity for shortlisted candidates selected for interview to discuss shaping the job according to their experience, suitability and interest.

**DUTIES**

**Production administration**

* Negotiating, issuing and drafting theatre contracts
* Liaising with actors’ and creatives’ agents
* Dealing with house seat requests and actor liaison, support and wellbeing
* Assisting with casting, including preparing actor lists, booking audition space, carrying out availability checks
* Booking rehearsal and audition spaces
* Arranging accommodation and travel arrangements for visiting performers
* Applying for certificates of sponsorship and visas for foreign artists
* Preparing scripts and other materials for rehearsals
* Coordinating the welcome and induction of actors to Hampstead
* Organising parties, receptions and gifts for actors and creative teams
* Organising press night tickets and requests
* Attending first nights, press nights and last nights
* Preparing wages breakdowns for new companies
* Assisting with the producing of Hampstead’s west end shows including liaising with investors, organising ticket requests and answering queries.

**General administration**

* Arranging board meetings, sending board papers and minuting board meetings.
* Negotiating and managing contracts for office equipment including photocopier, franking machine, telephone system, computers and consumables
* Setting-up new users on IT system, purchasing and organising workstations and PCs
* Ordering stationery, office furniture and equipment
* General office and IT support
* Handling enquiries on the main administration number and email
* Organising staff parties and events
* Running recruitment campaigns
* Logging staff holiday requests
* Arranging theatre tickets, research materials and meetings for the executive

**PRODUCTION ADMINISTRATOR – PERSON SPECIFICATION**

* A genuine passion for bold, ambitious, original theatre.
* Approachable demeanour and ability to communicate and advocate the work of the theatre.
* Excellent written and verbal communication skills, including a confident phone manner.
* Tactful, diplomatic and able to maintain confidentiality for sensitive information.
* Highly accurate and well-organised with good time management skills.
* Excellent negotiation skills.
* Excellent administrative and IT skills.
* Ability to work without supervision.
* Ability to anticipate the needs of colleagues.
* An entrepreneurial approach to problem solving.
* Flexible, responsive and a team player.
* Some experience in a similar environment.

**PRODUCTION ADMINISTRATOR – TERMS AND CONDITIONS**

**Salary** – c. £20,000 to £23,000 p.a., negotiable for the right candidate.

**Hours** – This is a full-time position. A normal working week is Monday to Friday 10am to 6pm but, due to the nature of the job, frequent evening and weekend work will be required.

**Holiday** – 25 days annual leave.

**Contract** – Permanent, after completing three months’ probation.

**Other benefits**:-

Interest-free season-ticket travel loans.

Complimentary tickets for performances.

Employer’s contribution to NOW! pension scheme.

10% discount at Hampstead Theatre’s Café Bar.