

ADMINISTRATOR JOB DESCRIPTION

About Court Theatre Training Company

Court Theatre Training Company has an excellent reputation within the industry by offering a fully comprehensive professional and vocational training suitable for today’s evolving needs in theatre, film, TV and media. Based in one of the most vibrant and exciting locations in London, Hoxton, The Courtyard Theatre is the first professional theatre in the UK with its own resident training company; an innovative and completely realistic approach to training. This setting provides a unique experience for students to work alongside professionals in the industry whilst training.

The Courtyard Theatre is one of London’s most vibrant theatres and live music venues. It presents an intimate space for established performers and endeavours to discover the best new playwrights, directors and companies from a wide range of backgrounds. The theatre provides a venue to nurture, support, and mentor talent whilst their careers are in the early stages of development. From theatre to comedy, music, art, film and poetry, anything creatives dare to imagine, The Courtyard strives to offer an exciting and varied programme that puts it at the forefront of entertainment and keeps people coming back for more.

The Role

Line Manager

Operations Manager

Location

The Courtyard Theatre, 40 Pitfield Street, London, N1 6EU

Hours

9:30-5:45 with one hour for lunch each day. Additional hours may be required to fulfil the role.

Salary

£22,000 – £25,000 dependent on experience.

Benefits

- Free Tickets to The Courtyard Theatre Events
- Pension Scheme
- Employee Assistance and Wellbeing Programme
- Training

Overview

The Administrator supports the team to ensure all administration associated with the student lifecycle across all programmes and courses, from enrolment through to graduation is completed. The Administrator also performs ad-hoc PA duties for the Principal and supports and reports to the Operations Manager. The Administrator also offers administrative support for The Courtyard Theatre.

Key Responsibilities

- Supporting the operation of student enrolment and induction processes and events
- Reception duties including handling in-person student enquires and answering the phone and emails in a welcoming and supportive manner
- Maintenance of student records including enrolment, attendance, and assessments, ensuring that records are maintained in an accurate way according to college or partner university policy and in line with GDPR
- Registration of students with awarding bodies, and subsequent updating of records
- Operation of student attendance recording and monitoring, ensuring that registers are completed in class and on the central system with associated reporting, all conducted in a complete, accurate and timely manner
- Receipt, processing and recording of assessment marks, together with related administration and reporting, including support and servicing of assessment performances, boards, documentation and academic appeals procedure
- Supporting the administration of and minute taking duties for college committees and meetings including organising rooms and catering as and when required
- Organisation and data entry for internal student feedback surveys and supporting ongoing data collection
- Preparing teaching rooms including moving AV equipment into place to ensure students have all equipment necessary
- Production of student documentation on both planned and ad-hoc basis, including academic transcripts, council tax certification, sending out welcome packs to new students
- Booking and organising extra-curricular activities including masterclasses, social events and guest speakers
- Inviting audience members to student performances and organising the guest lists
- Assisting the Operations Manager and Senior Management Team in the fulfilment of their roles and duties
- Provide PA support to the Principal on an ad-hoc basis, this may include desk-based research, production of presentations, arranging and attending meetings and events and diary management
- To undertake the above duties with a sound knowledge of and adherence to college, partner and venue sector policy, procedure, and best practice

- General training will be provided to enable tasks to be carried out correctly

The Courtyard Theatre

- Keyholder responsible for opening and closing the building as required ensuring that procedures for security are followed at all times
- Greeting clients and visitors to the organisation in a welcoming and helpful manner
- Managing outgoing post and inbound deliveries
- Maintaining and ordering office and stationery supplies and ensuring the office is presentable at all times
- Assisting the Operations Manager with purchase orders and invoicing
- Supporting the Operations Manager and Venue & Front of House Manager with Health & Safety checks and reports
- Conducting building tours for prospective students and clients
- Assisting the Head of Programming in the fulfilment of their role and duties

Stakeholders

Internal

- Operations Manager
- Principal
- Director of Studies
- Theatre Manager
- Students

External

- Staff at Buckinghamshire New University
- External Examiners and other external members of committees serviced

The above is not intended to be exhaustive, this job description will be subject to periodic review and the postholder may be required to undertake additional duties as reasonably requested by the Operations Manager or Principal.

Court Theatre Training Company operates an equal opportunities policy and candidates will not be disadvantaged in the selection process on grounds such as age, race, religion, gender, disability, marital status, pregnancy or maternity, sex, sexual orientation, social class or any other irrelevant distinction.



"Train for a life in the theatre by working in the theatre"

Please send your CV and a covering letter (of no more than 2 pages highlighting your relevant skills against the person specification) to applications@courttheatre.org.uk. The closing date for applications is midnight on 31 December 2021.