

ADMINISTRATIVE ASSISTANT



The Administrative Assistant will underpin the work of our small team by supporting on all aspects of operations in a producing theatre company. We are seeking someone with excellent organisational and communication skills who is keen to learn about the business side of theatre.

In 2024, the Gate is taking part in the Bloomberg Digital Accelerator programme and will be developing our online presence to align with our new business model ahead of a new website launching in 2025. The Administrative Assistant will be responsible for content migration to the new website, working closely with the General Manager and Marketing & Communications Officer.

We are looking for someone who is comfortable picking up new systems, working across a team to support multiple people, and any experience of updating web pages would be a plus!

Responsible to: General Manager (GM)

Key Relationships: Producer (P), Marketing Officer

Job description:

Company Administration

- Monitor company email inboxes, acting as the first point of contact for public enquiries, responding where possible and redirecting to other team members as appropriate.
- Support the General Manager in operations and administration including team logistics, sending invitations, proof-reading and desk research
- Assist in the planning of Gate events (sending invitations, managing attendance lists, liaising with caterers) and attend press nights, fundraising events, wraparound activity and industry networking events.
- Answer phone calls when in the office, managing ticket bookings and enquiries with excellent customer service

Programme Support

- Support the Producer on programme logistics including booking rooms for auditions, a/v checks and liaison with incoming companies.
- Assist the Marketing Officer in the delivery of the social media calendar

Bloomberg Digital Accelerator Programme

- Maintain content on the current website by uploading and updating as directed by the General Manager
- Lead on the content migration to the new website (Autumn 2024)

This list of responsibilities is a guide to the nature of the work required of this role. It is not comprehensive or restrictive and may be reviewed as required. All Gate staff are expected to work collaboratively to undertake any other reasonable tasks for the benefit of the company.

Essential skills, qualities and experience

- An interest in theatre and artist development
- Strong verbal and written communication skills
- Strong digital literacy
- Awareness and understanding of data privacy (GDPR)
- Excellent planning and organisational skills
- Attention to detail
- A proven ability to meet deadlines
- A proactive attitude to promoting diversity and inclusion across the sector

Desirable skills and experience

- Experience of using box office and/or fundraising databases, ideally Spektrix
- Experience of Social media communications
- Experience in customer service

Salary: £30,000 / year pro rata

Annual Leave: 22 days/year pro rata

This is a 3 day/week role and a fixed-term contract from start date until 31 December 2024, with the possibility of

extension of a further 3 months. The role will include a combination of remote and in-person working across multiple sites in Camden and nearby.

Evening and weekend work will sometimes be required. The Gate operates a Time Off In Lieu (TOIL) system.

To apply:

Please email a covering letter (no longer than 1 side of A4) and your CV outlining why you're suited to the role to jobs@gatetheatre.co.uk. Please also complete our Equal Opportunities monitoring form [here](#).

Deadline for applications: **Tuesday 5 March 2024, 5pm**
Interviews will take place on: **Wednesday 12 March & Thursday 13 March**

The Gate Theatre is an equal opportunities employer. We are committed to creating a workforce which is representative of our society and to bringing together those with a variety of skills and experiences, to help shape what we do and how we work.

We are particularly keen to hear from candidates from Global Majority or Migrant backgrounds, candidates with disabilities, those from lower socio-economic backgrounds or those who identify as Trans, Non-Binary and Gender Queer.