



Programming & Marketing Assistant

The Role

The Programming & Marketing Assistant role will be responsible for providing support to the Programming Director and the Marketing Manager of Leicester Square Theatre, The Museum of Comedy and Sh!t-faced Shakespeare. You will be responsible for creating contracts, updating spreadsheets, sales trackers, updating reports and providing general admin support to the programming department. You will also be responsible for creating content and posting on social media for Leicester Square Theatre and Sh!t-faced Shakespeare. In addition researching and checking details for touring venues, reviewing content, minuting meetings and providing general admin support to the Marketing Manager.

We need someone with some creative flair, who is meticulous with attention to detail.

Reports To:	Programming Director & Marketing Manager
Responsible For:	Providing day to day administrative support to the Programming and Marketing Department.
Hours:	40 hours per week, Monday-Friday occasional evenings as required
Holiday Entitlement:	20 days plus bank holidays
Salary:	£27-£29K Per Annum Subject to Experience

Duties & Responsibilities

- To work closely with the programming department, supporting the day to day operation with administrative duties.
- To create and update contracts for incoming shows.
- To work independently with an eye to detail.
- To update sales trackers, check in with venues, ensure that they have all of the information that they need for the incoming show.
- To attend meetings and take minutes and provide action points.
- To create and schedule social media posts.
- To assist in the development of the Sh!t-faced Shakespeare brand.
- Assist with the day to day management of social media outlets for Leicester Square Theatre & Sh!t-faced Shakespeare including responding to customer enquiries and engaging with content.
- Liaising with regional venues regarding print requirements.
- Proofing programmes, posters and any other promotional materials.





PERSON SPECIFICATION

	CRITERIA
<p>SKILLS AND ABILITIES</p> <p>Someone with a positive outlook who is able to identify the areas that require focus and priority.</p>	<p><i>Someone who has an eye for detail, and who is meticulous in ensuring that information is correctly provided.</i></p> <p><i>Someone who can multitask and works well under pressure is organised and efficient in day to day responsibilities.</i></p> <p><i>Someone who can prioritise workloads and be meticulous in planning.</i></p> <p><i>Someone who is a good communicator, has good IT skills.</i></p> <p><i>Someone who is confident in creating content and understands the needs to be on brand.</i></p> <p><i>Excellent written communication skills are a must.</i></p>
<p>EXPERIENCE</p> <p>Someone who has some experience in a theatre environment with a knowledge of ticketing & social media</p>	<p>ESSENTIAL</p> <p><i>Someone who has experience of being in an administrative situation.</i></p> <p><i>Needs experience of working well both alone and as part of a team.</i></p> <p><i>Someone with a proven eye for detail.</i></p> <p><i>Someone who can multitask and does not get stressed under pressure and is organised and efficient in day to day responsibilities.</i></p> <p><i>Confident in communicating with a wide variety of people including acts, producers and event organisers.</i></p> <p><i>Excel & spreadsheet knowledge.</i></p> <p>DESIRABLE</p> <p><i>Some experience in creating social media content.</i></p> <p><i>Experience in the use of a box office ticketing system.</i></p> <p><i>Experience of using google drive & spreadsheets.</i></p> <p><i>Someone who can analyse data and recognise trends.</i></p>
<p>KNOWLEDGE</p>	<p><i>Someone with knowledge of social media platforms.</i></p> <p><i>Knowledge of Ticketsolve or other box office systems would be helpful.</i></p>
<p>PERSONAL ATTRIBUTES AND</p>	<p><i>Someone who has a passion for their job and is good at working as part</i></p>





OTHER REQUIREMENTS	<p><i>of a team and individually.</i></p> <p><i>Dedicated and hardworking by nature with meticulous attention to detail, forward thinking who works well under pressure.</i></p> <p><i>Someone who is happy to work in a hybrid manner with a minimum of 2 days in the London office.</i></p>
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