

Theatre Nation Partnerships: Admin Assistant Placement

Theatre Nation Partnerships (TNP) is a network of arts organisations across the UK, made up of theatres and creative organisations in thirteen areas of England, and overseen by the National Theatre. The network aims to strengthen relationships with local audiences, schools and communities.

The Theatre Nation Partnerships team runs a number of projects, including holding regular network events both in person and online, producing a schools tour and supporting the production of a midscale tour, and supporting learning and engagement activity around the National Theatre's nationwide large-scale touring. This role will work with the Administration Manager of National Partnerships to support the administration of the Theatre Nation Partnerships network.

Department: Learning

Area: Office based, with some travel around the UK

Dates: November 2024 – March 2025

Any specific hours required: 16 hours a week across three days in office hours (10am to 6pm), occasional evening work on events/ for travel (this is flexible, and fewer hours per week would also be considered)

Pay: £13.15 per hour (London living wage)

Tasks will include:

- Department and database administration:
 - Recording invoices on the National Theatre's finance system.
 - Making travel & accommodation bookings.
 - Gathering data.
 - Drafting email communications.
 - Scheduling meetings and notetaking.
- Event support:
 - Creating RSVP forms and monitoring responses to event invitations
 - Writing emails and invitations to project partners and guests
 - Preparing materials for events in collaboration with partner theatres
 - Working behind the scenes or on the reception desk at events

Skills or interests you might have:

- An interest in theatre or the arts.
- An interest in running events.
- Some experience of administration or working with databases.

Through this placement, you will:

- Understand more about different theatres across the UK.
- Learn how we communicate with our partner organisations.
- Learn how we plan and arrange events.
- Learn how to use specific industry platforms such as Proactis, Travelperk and Airtable.
- Develop skills for working both independently and as part of a team.

To apply

These placements are open to people over the age of 18 who live, work, study or socialise in North Kensington. To apply, please complete an application form [here](#) by **10am on Monday 11 November**. Interviews will be held in the week of 18 November.