

LITTLE ANGEL THEATRE

Role: Marketing & Administrative Assistant (Intern)

Reporting to: General Manager

Responsible for: Supporting Little Angel's administration and assisting the General Manager as directed. Particular responsibility for assisting with marketing and box office support.

Hours of work: The intern will need to commit to minimum 2 days per week per week at Little Angel. This will be for a 3 month placement beginning from late September/early October to December 2010. Preferred days of work are Monday & Tuesday.

Areas of responsibility:

- Day-to-day office administration (filing, posting letters) and responding to general enquires via phone, post and email (info@ address)
- Supporting the box office by answering phone calls for ticket bookings
- To take part in the regular business and any other relevant meetings
- To assist in research for fundraising guided by the General Manager/ Development Officer
- To help maintain and update the company database, adding new people to the mailing list and supporting data cleaning
- To maintain the press articles folder
- To assist in contacting press and to distribute press releases.
- To send out listings information and production images to press
- To update online listings for productions and events
- To maintain social networking sites online guided by the Marketing Officer
- Updating the enewsletter address database
- Assist with creating front of house displays
- Assist in the production and distribution of publicity materials
- To assist by undertaking reasonable administrative tasks as agreed with the General Manager, and support other members of staff where possible
- Adhere to stated policies and procedures relating to health and safety and Equal Opportunities
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Any other ad hoc duties requested by the company.

Person Specification:

The appropriate candidate will possess:

- Good communication skills, both oral and written.
- Strong organisational skills
- The ability to juggle multiple tasks
- A good level of computer literacy, specifically knowledge of Microsoft Office (Word and Excel)
- An ability to work independently or as part of a team with confidence
- Experience of working in an office environment.
- A flexibility and willingness to learn

Applications

The deadline for applications is Monday 20 September at 5pm. Interviews will be held on later that week. Candidates will also be asked to complete an administrative test.

To apply please send your CV along with a covering letter to Lynette Shanbury, General Manager on lynette@littleangeltheatre.com or Little Angel Theatre, 14 Dagmar Passage, London N1 2DN

For more information about the company please see www.littleangeltheatre.com