

# AT THE OLD VIC



# RECRUITMENT PACK

## **Introduction**

The Old Vic is London's independent not-for-profit theatre, a world leader in creativity and entertainment.

The Old Vic is mercurial: it can be transformed into a theatre in the round, a space for music and comedy, has played host to opera, dance, cinema, music hall, classical dramas, variety, clowns, big spectacles and novelty acts. It was the original home of the English National Opera, the Sadler's Wells dance company and the National Theatre. It's also been a tavern, a college, a coffee house, a lecture hall and a meeting place.

All of this is now in the bones of the building, and is as important a part of its open-armed, inclusive, welcoming personality as its grand historic decor and the iconic performances and famous productions it has housed.

Today, Artistic Director Matthew Warchus is building on 200 years of creative adventure, with The Old Vic recently being hailed as London's most eclectic and frequently electrifying theatre. Under his leadership, we aim to be a surprising, unpredictable, ground-breaking, rule-breaking, independent beacon of accessible, uplifting and unintimidating art.

We hold the belief that theatre needs to be cherished, supported and shared with as many people as possible. Our 1000 seats are yours from £10 a ticket. Our productions are diverse, adventurous, new, exciting. Our education and talent programmes allow students to explore, and artists of tomorrow to create. Our building is open and alive, day and night. Our theatre is yours.

So, whether you're looking for a comedy or new musical, a dramatic work or dance performance, a £10 preview, a late-night cocktail or a show you can watch together as a family, there is always something new to entertain at The Old Vic.

## **Our Culture at The Old Vic**

There is a collective will to sustain an environment at The Old Vic that is safe, inclusive, welcoming and happy. We want our theatre to be a beacon of enlightenment, entertainment, engagement and empathy.

Our working culture at The Old Vic is open, proactive and collaborative. As an organisation, we prize creativity and the bravery to be led by that. We all bring passion and an entrepreneurial spirit to our roles.

Above all, The Old Vic is a values-led organisation. We have high standards and we operate with heart. We care very much about our audiences, our staff, the impact we have on societal and community issues, and about contributing a body of world-class work. We want to sustain and grow our theatre, but not by compromising our standards or values. Each day, we want people to be reminded of why they joined us, and the attraction, excitement and welcome they felt when they first arrived.

To maintain our values and workplace culture we created The Guardians Programme, in dialogue with our staff, which has now been adopted by more than 40 organisations across the UK. The Old Vic Guardians are a group of trained staff who offer a confidential outlet for colleagues to share concerns about behaviour or the culture at work. We additionally also hold annual sessions where staff can discuss what behavior is 'OK or Not OK' at The Old Vic and this is used to inform our [cultural statement](#).

## **Development Events Assistant**

### **Job Description**

<b>Contract</b>	Full time, Permanent, due to commence November/ December 2021
<b>Responsible to</b>	Head of Events
<b>Department/Team</b>	Development
<b>Hours</b>	40 hours per week from 10am to 6pm, Monday to Friday, inclusive of breaks, although it is expected that there will be occasions where some evening and weekend work may be required in order to fulfil the requirements of the post.
<b>Location</b>	The Old Vic, The Cut, London, SE1 8NB
<b>Salary</b>	£24,500 per annum
<b>Responsible to</b>	Head of Events

### **Purpose of job**

- To support the Head of Events in organising and delivering a range of on-site corporate, donor, Capital and other ad-hoc events generated by the Development Department, such as drink receptions, seated dinners, backstage talks, private building tours, press nights and corporate training events.
- To assist in the delivery of all major fundraising events.
- To lead on all events administrative duties including managing the schedule of events and communicating information to internal departments and external suppliers.
- To support on operational and administrative aspects of Development. Tasks will include but are not limited to: centrally administering donor crediting, collating guestlists for cross-departmental events such as Press Nights, leading on Development supporter ticket booking, and information sharing.

### **Areas of responsibility**

#### **Event Planning & Organisation:**

- Support in organising all event logistics such as catering, drinks, flowers, furniture hire, entertainment, lighting and negotiating the best price with external contractors
- Liaison with other teams as necessary, e.g., Liaising with the Stage team for stage access or the Production Team for Rehearsal Room access. Sending requirements and reminders.
- Ensuring guest speakers are booked in, sending timely reminders and briefing notes
- Supporting the Head of Events in liaising with the Company Stage Manager for cast invites / arranging cast thank yous
- Supporting on the scheduling, planning and delivery of Corporate Training Events, including liaison with facilitators, external clients, caterers, Stage Team, etc.
- Liaising with Corporate Development Assistant, Trusts and Foundations Officer and Individual Giving Officer to gather any outstanding information for upcoming events
- Liaising with members of the creative team of the current production to ensure their attendance and/or speaking at events
- Completing events memos and confidently discussing them at weekly meetings
- Planning and managing all event deadlines and ensuring information is circulated and received in good time; such as RSVPs, final numbers and dietary requirements

#### **Event Delivery:**

- Attending evening, early morning and weekend events as and when required
- Overseeing the event setup ensuring all requirements are met. Delivering the event in partnership with the Event Duty Manager
- Being the central contact for the Duty Manager, Event Team, caterer and other ad-hoc contacts/ suppliers as necessary
- Managing guest arrival and confidently circulating staff and cast around the room with the support of relevant senior team members
- Supporting the corporate team with the delivery of training events, requiring early starts as necessary

#### **Event Support for Major Events:**

- Providing general administrative and event management support for major fundraising events that may be planned (no sooner than September 2022, under current plan). This support would include:
  - Supporting the Head of Events in many aspects of event scheduling, planning and delivery

- Working closely alongside the Head of Events with bookings, ticketing and seating plans
  - Working closely with the Head of Events to manage all talent communication and logistics, and assisting with the pastoral care of actors, creative and production staff
  - Liaising with a car sponsor on all talent car bookings; coordinating talent arrivals
  - Organising travel, itineraries, booking tickets, and arranging accommodation as required
  - Scheduling team briefings and preparing briefing content/packs and contact sheets
  - Overseeing the live event from the get-in to get-out alongside the Head of Events and Production Manager; supporting the team with any requests and assistance on the day
- Post-event maintenance will include taking payments for pledges/auction prizes; sending thank you gifts, arranging debrief(s), etc.
  - Once the event has wrapped, the Events team continues to deliver auction prizes year-round.

#### **Additional Responsibilities:**

- Supporting the Development team as a central point-person for team-wide tasks, such as compiling and co-ordinating Development Press Night lists with Executive, Production and other key internal stakeholders
- Working cross-departmentally to ensure supporter recognition is accurate and consistent. This might involve naming opportunities for spaces or activities, listings in programmes/on the website, credits on advertising etc.
- Organising signatures for memento books and programmes, organising cast photographs
- Maintaining the calendars used by the Events and Development team to utmost accuracy
  - Keeping the management of the Clash Calendar up to date with new/cultural events and major openings at other theatres
  - Assisting the Head of Events with booking in additional events as they arise
- Booking tickets for some events and ad-hoc where necessary via Tessitura; maintaining event attendance on Tessitura
- Processing payments and ensuring all events run within an agreed budget.

To comply with The Old Vic's Equal Opportunities, Sustainability and Health & Safety and Staff Handbook policies at all times.

*This is not an exhaustive list of duties and management may, at any time, allocate other tasks which are of a similar nature or level.*

## **Person Specification**

### **Essential**

- Some experience of working in an events capacity
- Ability to prioritise and manage a number of tasks at once
- Good problem-solving skills
- Natural organisational skills, demonstrable from previous experience
- Fully computer literate and experienced in using Microsoft Office, specifically Word, Excel and database systems for data management (we use Tessitura – it is not essential that you know how to use it, training will be provided)
- Excellent interpersonal skills both face to face, over email and on the telephone, building lasting relationships
- Exceptional attention to detail and proof-reading skills
- Enthusiastic team player but able to work independently
- Proactive and able to deliver to deadlines on time and to a high standard
- Ability to work outside of normal office hours including evenings, some weekends, and early mornings

## How to Apply

To apply for this role, please:

- Apply via our Application Portal [here](#)
- Attach a CV and short covering letter as one document to your application explaining why you are interested in this role and how your experience and skills match the person specification.  
**Please ensure your document title includes your first and last name and ensure one document is attached before hitting 'Finish application' or closing the page.**
- Complete the online equal opportunities monitoring survey (found on our [Work With Us](#) page)

The deadline for receipt of completed applications can be found on our Work With Us page and Breathe.

We receive a high volume of applications. If you have not heard from us within 14 days of applying, please assume that you have not been successful on this occasion and keep an eye out for future vacancies.

Please note: where we receive an unprecedented high volume of applications, we reserve the right to close applications early.

## Equal Opportunities

We actively support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. We are particularly keen to receive applications from People of the Global Majority and disabled candidates.

We may take positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at The Old Vic.

We don't ask for our applicants to tick a box for any prior convictions at the application stage, to ensure we work to the Fair Chance Recruitment Principles. <http://recruit.unlock.org.uk/fair-chance-recruitment/principles/>

We are a **PiPA (Parents and Carers in Performing Arts) Charter Partner**, striving towards creating a more family friendly working environment.

We are also a signatory of the Care Leaver Covenant which aims to provide support for care leavers aged 16-25 to help them to live independently.

## Equal Opportunities Survey

The Old Vic has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. Please complete the Equal Opportunities Survey to help us with this or complete it on our [Work With Us page](#).



## Access

We would love to hear from you in whatever way feels most appropriate to you. If you would like to access this application pack or submit your application in another format, we would be happy to speak to you about your needs. Please contact the HR team on 0207 928 2651 or [jobs@oldvictheatre.com](mailto:jobs@oldvictheatre.com) to discuss further.

## Appointments

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK