

Person Specification

Job Title:	Performing Arts Assistant
Department:	School of Drama
Summary of Duties & Responsibilities:	1. To act as a first point of contact for the School of Drama activities on the 5th floor of Playhouse Square studios (and related sites). Ensuring the smooth delivery of modular activities. 2. To practically support the activities of Leeds Conservatoire staff, students and their external partners, to deliver an exemplar learning experience. 3. To liaise with internal departments across the conservatoire, as appropriate, to support the teaching delivery of the Performing Arts Programmes. 4. To assist with the timetabling of student activity on and off site, acting as a first point of contact for our external hire venues. 5. To take responsibility for the functionality of the Playhouse Square office and ensure consistent supplies for delivery. 6. Realise the administration required to support learning, teaching and promotion of the School of Drama. 7. Be the School of Drama liaison between the Student Union and the student body in Playhouse Square. 8. To be responsible posting content to the School of Drama Social Media accounts.

Key

E/D = Essential/Desirable Criteria for Post

A = Application Form

I = Interview

R = Reference

T = Test

C = Certificate/Documentary Evidence

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
Qualifications & Attainments						
• GCSE grade C or above in English and Maths (or equivalent qualifications)	E	☒				☒
• Educated to A Level standard (or equivalent)	D	☒				☒
Experience and Knowledge						
• Experience of working in a Performing Arts organisation, or in performance production work	D	☒	☒			
• Experience of working in an educational organisation	D	☒	☒			
• Skilled in the use of Microsoft Office Applications	E	☒				

CRITERIA	E/D	HOW MEASURED				
• Experience of working with Celcat, or other scheduling/timetabling software	D	☒		☒		
• Experience of working in a customer services environment	E	☒	☒			
• Experience of working with contracts and invoices for external staff	D	☒	☒			
• First aid trained	D	☒				
CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
Skills and Competencies						
• Excellent organisational skills in order to manage a varied workload	E	☒	☒		☒	
• Ability to concentrate and work accurately at all times, including when under pressure	E	☒	☒			
• Excellent interpersonal skills and ability to communicate with a broad range of people	E	☒	☒			
• Ability to work flexibly within job tasks and within the team	E	☒	☒			
• Aptitude for team working	E	☒	☒			
Values and Ethos						
• Demonstrates respectful and inclusive working practices. Treating others with dignity and respect and helping to remove barriers to participation.	E	☒	☒			
• Commitment to safeguarding young people and other vulnerable groups	E	☒				
• Work in accordance with the Conservatoire's values	E	☒				
Work Circumstances						
• Able to work some evenings and weekends as required	E		☒			
DBS statement						
• Offer of employment will be made subject to an enhanced disclosure, which will be sought by the Conservatoire for the successful applicant	E					✓