

### **Agency Assistant Recruitment Pack**

Thank you for your interest in this position. In this pack you will find:-

- How to apply
- Agency information
- Job description
- Person Specification
- Equal Opportunities Policy (Attached)
- Equal Opportunities Monitoring Form (Attached)

#### **How to apply**

Please email your CV and cover letter outlining why you are suitable for this position to Jessica Chalmers, General Manager, [jessica@strangetown.org.uk](mailto:jessica@strangetown.org.uk)

Please also include:

- the names and email addresses of two referees.
- a completed Equal Opportunities Monitoring Form (optional).

Application deadline: 5pm Monday 7<sup>th</sup> November 2022

Interviews: w/c 14<sup>th</sup> November 2022

Anticipated start date: w/c 5<sup>th</sup> December 2022

#### **Strange Town Young Actors' Agency/Company Info**

Strange Town agency is a member of the PMA <https://thepma.com/> and represents a diverse mix of 70+ young performers aged 8 to 25. The agency is closely linked to Strange Town theatre company (see below) which offers performance projects to enhance and develop young peoples' skills.

Since the agency's launch in 2011, its reputation has grown rapidly and we have had our clients cast as leads and featured roles in projects such as:-

*Somewhere Boy* (Clerkenwell Films for Channel 4), *Red Rose* (Eleven Film), BAFTA winning *Limbo* (Caravan Cinema/Film 4/BFI), *Killing Eve* (BBC), *Good Omens* (BBC/Amazon), *Annika* (Black Camel for Alibi/UKTV), *Cinderella* (Sony), BAFTA nominated *Our Ladies* (Sigma Films/Sony), *Get Duked* (Plouffe/Maguire /Coffey/Tunstall), *Tom and Jerry* (Warner Bros), *Kensuke's Kingdom* (BFI/Lupus Films), *Puffin Rock* (Cartoon Saloon), *Army of Thieves* (Pantaleon Films for Netflix), *Outlaw King* (Sigma Films/Anonymous Content), *T2: Trainspotting* (Cloud Eight, DNA, Decibel, TriStar), *Crime* (Buccaneer for BritBox), *This Is Going To Hurt* (Sister Pictures for the BBC), *Super Pupz* (Zeta Productions for Netflix), *The Nest* (BBC One), *Deadwater Fell* (Kudos for Channel 4), *River City* (BBC Scotland), *Shetland* (BBC One), *Outlander* (Sony/Starz), *Clique* (BBC Three), *Stonemouth* (BBC Two), *Les Miserables* (Cameron Mackintosh Prods, UK/Ireland tour 2021/22) and the West End transfer of *Our Ladies of Perpetual Succour* (National Theatre of Scotland/Live Theatre/Sonia Friedman Productions).

Strange Town is all about offering opportunities to young performers, nurturing and supporting them as they embark on their professional careers.

Having built a strong relationship within the industry across the UK and beyond, the agency is at a crucial point in its development and is therefore seeking a full time assistant to support our agency director.

The affiliated Strange Town theatre company for 5-25 year olds aims to foster creativity, nurture talent and increase access to opportunities in the arts to young people across Edinburgh. The company offers weekly youth theatre classes and holiday courses for 8-18s at its base in Leith (multi arts space Out of the Blue) and drama projects to schools throughout Edinburgh. It also runs a young company for 18-25 year olds and stages regular performances of new writing by young, emerging writers in Edinburgh's leading arts venues. Pre-pandemic Strange Town worked with 300 young people every week in term time. The company also offers paid and voluntary work to young writers, directors, performers, drama tutors, stage managers and administrators.

### **Job Description**

Job Title: Agency Assistant

Reporting to: Strange Town's Agency Director (also Joint Executive Director of the company)

Terms of employment: Full-time, fixed term 12 months

Salary: £22,000 p.a.

Hours of work: 40 hrs per week Monday to Friday, with flexibility. The company will provide you with time off in lieu of any overtime in excess of 40 hours per week.

Location: Out of the Blue Drill Hall, 36 Dalmeny St, Edinburgh EH6 8RG.

Holiday: 28 days per year (this includes public holidays)

Notice period: 1 month

References: Appointment to the post will be conditional upon receipt of satisfactory references, please provide contact details for 2 referees in your application.

Purpose of the job: To ensure the administrative integrity of the agency, maintaining and implementing effective systems to support all agency activity. The Assistant will work with the Agency Director regarding day to day duties to enable the smooth and effective operation of the agency.

### **Key tasks and responsibilities**

- Admin related to the agency including: Spotlight submissions, booking auditions/jobs, client/parent liaison, general correspondence
- Maintenance of agency client database, CVs, Spotlight profiles
- Maintenance of agency's Tagmin database, uploading audition tapes
- Answering telephone/responding to emails
- Liaison with casting directors, production companies
- Maintenance of agency page on Strange Town's website
- Sharing agency related updates on Strange Town social media
- Developing and maintaining office systems to support the agency
- Preparation and issuing of invoices and managing/processing relevant payments
- Maintenance of finance ledger in collaboration with Agency Director and Treasurer, presenting financial statements as required
- Assisting with licence applications
- Assisting with processing of contracts
- Assisting with arranging headshots
- Attending relevant training for professional development and to ensure up to date industry related documentation.

### **Person Specification**

#### **Experience**

Candidates will ideally have previous administration experience, preferably in the creative industries, with an interest in young people and the arts. It is expected you will be a current member of the PVG scheme, or be eligible to join.

#### Essential Skills

- Proficient in Microsoft Office and familiar with Mac computers
- Experience of basic financial administration
- Ability to prioritise and be highly organised
- Ability to direct, plan and balance own workload
- Ability to work methodically and accurately
- Ability to manage multiple tasks and work under pressure
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong attention to detail
- Ability to take initiative
- Motivated, reliable and responsible
- Awareness of the industry and the need for confidentiality

#### Desirable Skills

- Experience of Spotlight and Tagmin
- Enthusiasm for working with young performers
- Interest in and/or experience of working in the creative industries
- Proven ability to work as part of a small team
- Personable with a can-do attitude
- Organised and calm manner
- Familiarity with basic editing of film footage (iMovie or similar)
- Up to date understanding of child protection procedures and systems
- Awareness of Covid protocols
- Comfortable with new software systems