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ADMINISTRATIVE ASSISTANT

The Administrative Assistant will support the day-to-day smooth running of the company's London office. They'll report to the marketing and producing teams, and work across a wide range of the company's projects. They'll play a key role in assisting in the delivery of our high-profile events, in London, and across the UK.

The successful candidate will already possess several years' relevant arts administration experience, which will allow them to work productively and cohesively, within a small, hard-working team, and be flexible in their required duties.

SHOW AND TELL

Show And Tell is an award-winning production company, of live comedy and theatre, with a national and international programme of events. With teams in London and New York, we seek to play an integral role in the careers of many world-class and emerging performing arts talents.

Show And Tell was founded by company co-director Tom Searle in 2008, and since then, has produced and/or developed solo shows by performers including Bridget Christie, Mae Martin, Simon Munnery, Joseph Morpurgo, Adam Riches, Rhys James, Sh!t Theatre, Kieran Hurley, Ross Sutherland, Josie Long, Tom Basden, Jordan Brookes, Diane Chorley and many, many more.

We've taken shows to London's West End and overseas to Australia, Mexico and China. And we've presented off-Broadway New York runs for James Acaster, Nish Kumar, Josie Long and others.

And in the UK, we've brought American stand-up talents to London, including Jaboukie Young-White, Chris Redd, Chris Gethard, Rory Scovel and more.

Our long-running, regular mixed-bill stand-up nights include: Live at the Empire (Hackney Empire London), Bush Hall Presents (Bush Hall London), Show And Tell at the Bloomsbury (Bloomsbury Theatre London), Live at the Brighton Dome (Brighton Dome), Live at the Marlowe (Marlowe Theatre Canterbury), The Alternative Comedy Show (Marlowe Theatre Canterbury) and Live at the Alban Arena (Alban Arena St Albans). Acts to have appeared at these, include the likes of Stewart Lee, Simon Amstell, Stephen Merchant, Vic Reeves, Adam Buxton, Daniel Kitson, Dave Gorman, James Acaster, Nina Conti, Mark Thomas, and hundreds more.

Our award-winning projects include Simon Munnery's La Concepta (Chortle Best Innovation Award winner), Laughterinoddplaces (Chortle Best Innovation Award winner) and The Poetry Takeaway (IdeasTap Award winner).

And projects that started life with us onstage, that have gone to the big (and small) screen, include, Mae Martin: Dope (Netflix special worldwide), Ross Sutherland: Standby For Tape Back-Up (multi award-winning film at several film fests worldwide), Kieran Hurley: BEATS (multi award-winning film with UK-wide cinema release).

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JOB DESCRIPTION

Job Title: Administrative Assistant.

Responsible to: Marketing Officer, Senior Producers and Company Directors.

Purpose of job: To undertake key administrative tasks, and support the work of the marketing and production teams, in the successful day-to-day running of the company's key activity.

DUTIES

- Update event listings with local and national press
- Maintain up-to-date websites for the company and our associated artists
- Assist social media activity creation and co-ordination
- Compile up-to-date sales figures for regular reporting
- Collect key audience data that drives our marketing activity
- Assist in the drafting of promotional copy and press releases
- Assist in travel and accommodation booking for our touring artists and crews
- Track payments and invoice suppliers

Please note this is a non-exhaustive list, to serve purely as a guide and is not wholly comprehensive or restrictive.

KEY DETAILS

Terms of Employment: This is a part-time position from December 2019 onwards. Employment will be an initial two days per week (flexible) for a minimum commitment of two months (with potential for extension if desired).

Hours: 10am to 6pm, two days per week, in our London office.

Salary: You will be paid a flat hourly rate – to be discussed.

Equal Opportunities: Show And Tell aims to be an equal opportunities employer.