

Salary: £28,000 to £32,000 pa depending on experience

Ideal Start Date: 22nd August with flexibility of an earlier start date

Role location: North London with some opportunity to work from home

Hours: Full-time

Applications to: jobs@opendoor.org.uk

Reports to: Managing Director

Open Door is an award-winning charity that helps talented people aged 17+, who do not have the financial support or resources, gain a place at one of the UK's leading drama schools.

Whether they want to pursue a career in acting, production arts or technical theatre, we support them by breaking down barriers. This allows them to compete for drama school training on a level playing field, unburdened from financial strain.

Our awards include; School of the Year at The Stage Awards (2019); Big Issue's Top 100 Changemakers (2019 and 2022); and BIFA's Special Jury Prize for Contribution to the Industry (2022).

Partner organisations include: the Donmar Warehouse, Spotlight, Royal Court London, Nottingham Playhouse, Derby Theatre, Leicester Curve, Leeds Playhouse, Liverpool Everyman and Royal Exchange Manchester.

Patrons include: Woody Harrelson, Emilia Clarke & Riz Ahmed

This is an exciting opportunity to work in collaboration with the CEO and Managing Director to ensure the financial and administrative smooth running of Open Door. We are looking for someone to join our small but dynamic team and manage the relationships with participants, industry professionals, mentors, tutors, Drama School staff and Theatre venues. Due to the nature of the work, flexibility will often be required (travel and occasional weekend events) with ample notice.

Key Responsibilities include but are not limited to:-

- Working closely with the Artistic Director/CEO and Managing Director in executing the vision of Open Door
- Managing detailed project budgets, liaising with accountants, the Management team and our Finance trustee on all relevant topics
- Delivering comprehensive funding applications, including activity reports and evaluations

- Overseeing all invoicing
- Administratively supporting members of permanent and freelance staff
- Managing Open Door's applications, audition days and events
- Liaising with partner venues to book space and any communication around workshops, trips, tutoring sessions and events
- Being one of the first points of calls for participants and partners, including handling safeguarding and pastoral issues appropriately

Requirements:

- An excellent communicator, both verbal and written
- Experience with other charitable and/or arts organisations
- Proficient with G Suite & Microsoft Office
- Experience with working with people from underrepresented backgrounds aged 17+

You might also have:

- A demonstrable knowledge of the processes, timelines & structure of ACE funding bids and the Grantium system
- Experience with financial budgeting and forecasting, preferably using cloud-based accounting software

As an equal opportunity employer and advocates of Diversity and Inclusion, we proudly welcome applications from people of all races, ethnicities, disability statuses, ages, religions, gender identities, and sexual orientations. We encourage you to apply even if you don't think you meet all of the criteria above but are still interested in the role and mission. Nobody checks every box, and we're looking for team members who are genuinely excited to join Open Door. We welcome applications from individuals who are underrepresented in the arts and culture sector.

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and an Enhanced Disclosure and Barring Service (DBS) check.

If you have any questions about this role or your application, you can contact jobs@opendoor.org.uk

To apply for this post, please:

Email a current C.V with either a cover letter or 1 minute video, detailing your experience and why you think you'd be a good match for the position to jobs@opendoor.org.uk. Please also state if the salary range (£28,000 to £32,000) is inline with your salary expectations.

<https://opendoor.org.uk/job-applicant-privacy-statement>

Please also return with your application a completed Equal Opportunities Monitoring form. This form is for our evaluation purposes and will not be used in our assessment of your application.

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact Richard Neale at jobs@opendoor.org.uk to arrange this.

Open Door People are a registered charity. Charity No 1182458.