

About us:

The Boury Academy CIC is a not-for-profit performing arts organisation. Our mission is to increase access to professional performing arts opportunities, increase diversity in the arts, build confidence, creativity, community cohesion and provide a safe place to be outside of school hours. We work with children and young people age 4-24

We believe in #PerformingArtsForEveryone.

Our Academy classes take place after school and at weekends and we also supply performing arts support in schools in Lambeth. We offer classes in drama, dance, musical theatre and singing at affordable prices / for free in order to deliver on our mission.

We also operate our Studios building, a professional rehearsal space for production companies or individuals to rehearse, and other industry bookings to use the space.

Finally, we also run a professional Acting Agency, where many of our clients work in TV and film on platforms such as Netflix, Apple TV and the BBC as well as on stage in shows in the West End and around the country.

This role is a Customer Service and Business administration support role, offering administrative support to the various areas of the organisation; The Boury Studios, The Boury Agency and the Boury Academy as well as being a client facing role for families and hires.

Key Information:

- 16 hours per week.
- Start dates TBC.
- Assisting all 3 aspects of the Boury Academy: The Academy, The Agency and The Studios.
- The studios are open from 09:00- 21:30 Monday to Friday - you will be required to work your allotted hours within that time frame and have some flexibility.
- All of this role will be in person at The Boury Academy Studios in Vauxhall.
- £14.85p/h - London Living wage.
- 5 days annual leave.

What we're looking for:

- Great Communication skills.
- Great Punctuality.
- Hard working and reliable.
- Proactive with new ideas and opportunities.
- Ability to effectively work in teams.
- An interest/ passion for the Arts industry desirable.
- Ability to work in a fast paced environment across a variety of roles.
- Ability to handle a customer facing role.
- Understanding and working knowledge of Microsoft Word/Excel or Mac equivalent.
- Must be living, studying or working in the Borough of Lambeth.

What you will be doing:

Your role will be split across the 3 areas of the organisation

General tasks

- Administrative support across all 3 strands of the organisation.
- Marketing support for all three strands of the organisation. Helping to run social media accounts and create content to promote the organisation.
- Answering phone queries and email queries.
- Providing a high level of customer service and handling in person interactions with new or existing clients.

Studios

- Liaising face to face with industry hires and visitors and ensuring a high standard of customer service.
- Assisting the Studios team with the safeguarding of Wyvil Pupils whilst the school is open including escorting hires in and out of the building etc. Additional training will be provided for this.
- Answering phone calls.
- Organising the studios bookings in cooperation with studios team.
- Helping to keep studios maintained to a high professional standard.
- Contributing to development meetings for the future growth of the Studios.
- Researching potential clients to get in contact with - Production Companies etc.

Academy

- Helping to create and manage class registers, schedules and materials - printing etc.
- Engaging with and speaking to academy students and parents as a point of contact when the studios are open.
- Contributing to development meetings for the future growth of the academy.
- Extra support for academy teachers on site.

Additional notes:

- All applicants must hold a clear Enhanced DBS Check or be willing to under take one in order to take on this role. This will be paid for and provided by the organisation.
- Full safeguarding training will also be offered.

If you are interested in applying please do send us a copy of your CV and a short cover letter explaining why you think you would like to work with us.

Please email this to info@thebouryacademy.co.uk.

We look forward to seeing your application!

The Boury Academy Team