

**Kickstart Role**  
**ASSISTANT TO THE CEO**  
**Recruitment Pack**





**Thank you for your interest in the role of  
ASSISTANT TO THE CEO  
supported by the Government's Kickstart Scheme.**

**Background**

Icarus Theatre Collective's mission is to re-energise traditional performance styles and texts for touring productions.

We create work that is dark, expressionist, and dramatic. We believe that theatre is a deliciously destructive force. Our productions aim to surprise, tantalise, and make the unseen seen.

Icarus Theatre Collective (ITC) is an award-winning theatre company and registered charity (No. 1134535) founded in 2004 by our CEO and Artistic Director Max Lewendel.

Icarus Theatre Collective has an office space based in Bermondsey, London and tours its shows internationally throughout England, Ireland, and Europe.

We hired our first Kickstart team member in May 2021, and since then our team has rapidly expanded. Our Kickstart staff are an integrated part of Icarus and provide a wealth of experience and skills to our diverse team.

The role of ASSISTANT TO THE CEO is supported by the Government's Kickstart Scheme <https://www.gov.uk/government/collections/kickstart-scheme>.

**Please note this role is only open to candidates aged 18-24 and in receipt of Universal Credit in line with the Government's Kickstart Scheme.**

To apply, please send your CV, Cover Letter, and Equal Opportunities Monitoring Form to [hiring@icarus theatre.co.uk](mailto:hiring@icarus theatre.co.uk). To be considered for the position, your work coach **must** refer you through the Kickstart programme. (You may send in your documents before or after you are referred, but we cannot offer you the job until you are).

## Job Description:

The Assistant to the CEO / Artistic Director will work closely with company founder Max Lewendel on our acquisition of a Theatre Pub in London. The role will require you to assist in a broad range of necessary tasks both pre-and-post purchase.

## Responsibilities include:

- Attending weekly company and department meetings, usually via Zoom
- Meeting weekly with the CEO / Artistic Director via Zoom or in person
- Various tasks such as:
  - Updating the Business Plan and re-drafting proposal documents to be more visually appealing
  - Liaising with the entire Icarus Team to recruit relevant acts for both theatre and bar entertainment
  - Instructing the Graphic Designer in completion of new pub signage, menus, and theatre leaflets in coordination with the Bar Manager
  - Organising Fire Extinguisher testing
  - Researching costs of training courses for the CEO / Artistic Director in Pub Management and booking them
  - Unanticipated tasks which come up regularly and require swift resolution
  - In coordination with the Company Manager, establish Health and Safety Procedures, including implementation of Covid protections in coordination with the Bar Manager
  - Researching of costs associated with opening of a theatre pub
  - Discussions with the Marketing Manager on implementation of various marketing initiatives
  - Facilitating staff to leaflet theatre and pub activities outside local tube stations and along the high street
  - Organising a company to set up a new, sophisticated till system
  - Contacting estate agents to rent out flats above the theatre
  - Facilitate the accomplishment of the acquisition in any other ways reasonably requested





#### **Essential skills include:**

- A sharp mind and willingness to learn
- At least two years working in any capacity in a theatre or pub
- A desire to learn about the acquisition of new theatre premises
- A basic understanding and/or ability to research and learn about marketing and branding
- Able to cope with the demands of working independently with flexible hours and working from home
- Strong organisation skills and the ability to communicate effectively with multiple parties over logistics and planning
- Basic Word and Excel skills
- Ability to contribute own ideas to the acquisition procedure

#### **Desirable skills include:**

- At least two years working in any capacity in a theatre AND pub
- A relevant degree in business
- A relevant degree in theatre
- A basic understanding of Safeguarding procedures
- Intermediate or advanced Word and Excel skills

## Contract and Terms

**Role:** ASSISTANT TO THE CEO

**Salary:** £9.55 per hour.

**Hours:** 25 flexible hours per week.

**Contract:** 6 months fixed-term contract, subject to a probationary period of 2 months.

**Notice:** 2 weeks during probation, then 4 weeks.

**Holiday:** 8.75 days/70 hours of holiday across the duration of the contract.

**Breaks:** Staff's 25 hours of paid time per week includes 3 hours for lunches, and a 5-minute desk break every hour.

**Training:** Kickstart staff are entitled to up to £200 and up to 30 paid hours to spend on professional training or other personal development needs. Additionally, during their working hours staff will be required to participate in TWIN training at home, Lambeth council, and/or Jobcentre for one to two hours per week across the six months. This will include basic employability training including CV development, mock interviews, and completing several online modules.

**The Candidate's first three working days will consist of a series of inductions and preparatory meetings with HR and their Supervisor, to ensure they are fully equipped to fulfil their role to their best ability.**

**Closing Date:** Noon Friday 12th of November 2021

**Interviews Begin:** w/c Monday 15th of November 2021

**Estimated Start Date:** w/c Monday 29th of November 2021\*

\* Open to negotiation  
w/c = week commencing

