

Florida State University London

Position Title: Theatre Academy London Student Affairs Assistant

Theatre Academy London is Florida State University's theatre training program in London. Students from university theatre departments in the US come to study at TAL with some of the UK's leading theatre artists and earn academic credit towards their degrees. Living and studying in our Bloomsbury Centre on programs lasting a full semester or summer session, students work alongside others enrolled in a diverse range of courses from many other disciplines.

Florida State University London is seeking candidates for the position of Theatre Academy London Student Affairs Assistant. This is a temporary post to cover a period of maternity leave with the possibility of becoming a permanent position.

The successful candidate will be a recent Theatre graduate with a passion for theatre and a flair for organization. They will be highly organised, a good problem solver, and capable of dealing with many ongoing issues whilst working to deadlines. The role has two main areas of responsibility: working closely with the Director of TAL and the TAL Administrator to facilitate the day-to-day experience of all TAL students and faculty, and, as a member of the Student Affairs Team, providing pastoral support to students. This is an exciting opportunity for someone who would like to develop or further a career in theatre management, university administration or international education.

Key Responsibilities:

- Ensuring that all TAL classes and events are properly equipped, take place on time and in the scheduled locations
- Proactively overseeing all TAL classes and events, anticipating possible difficulties in relation to students, class locations, class materials, rehearsal spaces, theatre visits, meetings, masterclasses, check-ins, guest artists, visiting faculty, excursions, masterclasses, arrangements for exam week and showcases
- Keeping the TAL calendar updated and informing students of changes on a daily and weekly basis
- Creating rehearsal schedules, masterclass rosters and sign-ups, attendance and photo rosters
- Booking and distributing theatre tickets and, on occasion, taking students to, and attending theatre with, students
- Assisting TAL faculty with breakout spaces, additional classes, use of equipment and other needs they may have at short notice
- Supporting visiting faculty and guests from TAL partner programs
- Supporting students' physical and mental health and well-being
- Connecting students with professional health and community resources
- Liaising with faculty over students' academic affairs
- Meeting with students to help resolve housing or relationship conflicts
- Assigning student and faculty housing
- Monitoring attendance and other patterns of student behaviour
- Assisting with student conduct and disciplinary issues
- Assisting in the administration of the various programs available at FSU London
- Planning academic, cultural and social excursions and events within programs
- Promoting a sense of community among the residents of FSU London

Qualities essential for this post:

- Degree in Theatre or related field
- Good understanding of theatre and associated professions
- Excellent numeracy and literacy skills
- Attention to detail and accuracy
- Excellent communication, time-management, organisational and presentation skills
- IT skills – Microsoft Office Suite and Database Management
- Strong work ethic
- Problem-Solving skills
- Sensitivity to cultural difference
- Willingness to work flexible hours including evenings and weekends
- Ability to work both collaboratively and independently and to prioritise workload
- Right to work in the UK

Desirable qualities:

- Experience of working with senior management in an administrative support role
- An interest in international and higher education

Salary: £27,000

Hours of Work: 40 per week (typically 9am-5pm)

Location: Bloomsbury, London

Starting Date: August/September 2022

Closing Date: Applications considered, and interviews arranged, on a rolling basis until 5pm on Friday 8th July 2022.

At FSU London, we are committed to providing a culture of inclusion, respect and equality of opportunity and welcome applicants from all backgrounds and identities.

Application Process

Qualified candidates should send a letter of application and a CV with details of three recent academic or work-related referees to Olivia Jaworski at ojaworski@fsu.edu