

Access PA

to the Artistic Director and Access Manager

Dear Applicant,

Thanks for your interest in Access All Areas' new role of **freelance Access PA to the Artistic Director and Access Manager**.

This is an in-person role, with most work happening in our Hoxton office, or in other workshop locations. Some remote work may occasionally be possible, but applicants should expect to work in-person in London.

Access All Areas are an equal opportunities employer. We welcome applications from global majority applicants or applicants who identify as d/Deaf or disabled as they are underrepresented in the arts.

If you feel you meet all the requirements of the role but have difficulty applying due to access obstacles, please get in touch to discuss how we can make the process accessible for you.

If you have any questions, would like this information in a different format, or would like to discuss access requirements, please get in touch with Patrick Collier on 0207 613 6445 or hello@accessallareasproductions.org.

To apply, please send a CV and cover letter (max 500 words) stating

- why you think you would be a good fit for this role
- your relevant experience
- why you are interested in the role and the company.

In your cover letter, please reference the **"tasks"** and **"skills required"** outlined below.

Please also complete the [equal opportunities monitoring form](#), and send with your CV and cover letter to hello@accessallareasproductions.org.

We wish you all the best in your application.
Best wishes,

Patrick Collier
Executive Director

Overview of the Role

Scope: To provide administrative and access support to our Artistic Director and our Access Manager, in a personal assistant capacity.

Employment type: Freelance, funded through Access to Work.

Fee: Relevant to experience, expected to be £140 per day.

Hours: Usually 4 days per week, booked in advance. This schedule may change, dependent on the result of Access to Work applications.

If an applicant has specific availability, please let us know. There may be flexibility in working hours.

Location: London, in Access All Areas' office.

Responsible to: Access Manager

Other key relationships: Artistic Director, Executive Director, Programme Manager.

About the Company

“The power to change theatre” – The Guardian

[Access All Areas](#) makes award winning, disruptive performance and digital content by learning disabled and autistic artists. Our events create intimate moments of interaction between artists and public, occupying unexpected spaces in venues, on the streets, and in public buildings.

We work with some of the world's biggest media and theatre companies to make productions more inclusive, and to make space for learning disabled and autistic talent at the heart of UK culture.

Our work is fuelled by a drive to celebrate learning disabled experiences and voices in the arts and media, to improve our communities, and to make great art.



Imogen Roberts in Access All Areas' "MADHOUSE re:exit". Photo by Helen Murray.
"One of the most important piece of theatre this year" – London Theatre

About the Role

The ideal candidate will have experience in arts administration, have a positive attitude to working in a team, be passionate about access, and be eager to manage schedules, support communication, and develop accessible documentation.

You would be working with **on average 4 days per week**, usually Monday-Thursday, and usually split equally between work with our Artistic Director and our Access Manager.

Our Artistic Director has access needs related to a visual impairment. Our Access Manager has access needs relate to dyslexia.

Most of this role is admin based, supporting in developing powerpoints, notetaking, organisation of creative materials, creating notes and documents from voice notes and recorded meetings, diary management, email management, and assisting with communication. Therefore, excellent organisational, communication and proof-reading skills are a must.

Tasks include

Tasks for the Access Manager

- Email monitoring.
- Daily meetings to flag important updates from emails, make plans for email responses, and respond to some emails where appropriate.
- Diary management.
- Support with time prioritisation.
- Sorting workload into manageable folders.
- Notetaking in meetings.
- Typing up meeting notes from recordings.
- Creating Easy-Read documents where relevant.
- Supporting the creation of powerpoint decks for trainings led by the Access Manager.
- Supporting the creation of Access Riders and "Work-With-Plans" for learning disabled and autistic artists, under the direction of the Access Manager.
- Typing up documents from voice notes or recordings.

- Supporting with tech management during trainings for TV, film and theatre clients.
- Other tasks as reasonably expected by the Access Manager.

Tasks for the Artistic Director

- Typing up reports.
- Creating powerpoint decks for creative workshops.
- Diary management.
- Supporting the management of rehearsal and creative schedules.
- Sorting notes and creative material into an archive.
- Email management during rehearsals or busy periods, including reading, downloading, reporting on, and responding to emails.
- Notetaking in meetings.
- Notetaking during rehearsals.
- Compiling materials to support rehearsals and workshops.
- Other tasks as reasonably expected by the Artistic Director.

Skills required

- Excellent administration skills.
- Good understanding of, or willingness to learn about, Microsoft Word, PowerPoint, and Excel.
- Excellent communication skills.
- Excellent organisational skills.
- A patient and proactive approach to work.
- A positive and friendly approach to working in a team.
- Strong writing and proof-reading skills.
- Some understanding of autism and learning disability is beneficial, but not essential, due to the nature of Access All Areas' work.
- Experience of performing arts is beneficial, but not essential.

Application process

To apply, please send a CV and cover letter (max 500 words) stating

- why you think you would be a good fit for this role
- your relevant experience
- why you are interested in the role and the company.

In your cover letter, please reference the “**tasks**” and “**skills required**” outlined above.

Please also complete the [equal opportunities monitoring form](#), and send with your CV and cover letter to hello@accessallareasproductions.org.

Application Deadline:

Please see our [website](#) for the application deadline.

Equal Opportunities

Access All Areas are an Equal Opportunities employer and we encourage applications from all sections of the community.

We welcome applications from people who identify as d/Deaf or disabled and from global majority applicants, as they are underrepresented in the arts.

Applicants are encouraged to complete an [Equal Opportunities Monitoring Form](#), which forms a part of the recruitment pack. This will be kept separately from your application.

Accessibility

If you require this information in an alternative format, please call 0207 613 6445 or email info@accessallareasproductions.org