



Job Title:	ABTT Administrator
Organisation:	Association of British Theatre Technicians (ABTT)
Location:	Remote working, with in-person events and meetings in central London and occasionally elsewhere in the UK.
Reports to:	Administration and Membership Manager
Contract:	12-month, fixed-term contract
Hours:	40 hours per week. Usual office hours are 10am – 6pm, Monday to Friday. We are open to discussions around flexible working.
Salary:	£28k - £30k (dependent on experience)

About the Organisation

The Association of British Theatre Technicians is the UK's leading membership body for theatre and live event technical professionals. We support our members through training, publications, events and advocacy, and we work to uphold standards across the sector.

From students and early-career technicians to experienced practitioners, suppliers and industry supporters, our community represents the breadth of technical expertise that underpins theatre and live performance. Through our work, we aim to strengthen the profession, champion good practice and ensure the continued development of skills across the industry.

Role Purpose

We are seeking a highly organised and proactive **Administrator** to support our small team across a range of day-to-day tasks. This is a vital role, ensuring smooth operations and excellent service to our members. You'll work closely with the whole ABTT team, but in particular the Administration and Membership Manager, assisting with everything from calendar coordination and website updates to posting out publications and maintaining accurate records.



Key Responsibilities

Administrative Support

- Provide day-to-day administrative support for the organisation.
- Assist with general enquiries, filing and document preparation.
- Monitor and manage shared inboxes, forwarding queries to the right team member.
- Support diary and calendar management for internal meetings and events.
- Support onboarding of new members, event attendees, or volunteers with welcome packs and information.
- Assist in preparing reports or meeting materials for the CEO or Board (e.g. formatting agendas, taking minutes).

Scheduling & Coordination

- Schedule meetings for the team — in-person or via Zoom/Teams.
- Assist in coordinating committee or working group meetings (booking rooms, sending invites, circulating documents).
- Track key dates and deadlines (e.g. membership renewals, publication release cycles, event milestones).

Membership and Publication Fulfilment

- Pack and post publications, certificates, and other member communications.
- Maintain accurate member records and assist with data entry into our CRM/database.
- Support membership renewal processes and send reminders under the guidance of the Administration and Membership Manager and Financial Controller.

Website and Communication

- Upload and update content on the ABTT website (event listings, job listings, training info, news posts, etc.).
- Help prepare and format mailers or newsletters, working with the marketing team.
- Support routine content reviews to ensure website information is current and accurate, working with the marketing team.



Event and Training Support

- Provide administrative support before and during events or training sessions (e.g. printing delegate materials, tracking bookings, answering queries).
- Collate attendees for ABTT Events, keep event attendee records up to date and coordinate with the Head of Marketing and Communications to ensure communications go out to all relevant parties for each event.
- Assist with booking logistics (venues, catering, travel) as required.
- Coordinate and assist in the preparation of the annual ABTT Theatre Show stand (and other events) and assist in hosting the ABTT stand.

- Keep ABTT training records up to date and coordinate training materials with the Head of Training in advance of each course running.
- Actively promote new ABTT courses to previous attendees to help support their training progression.
- Provide the Head of Marketing and Communications with the relevant course information or guidance they need to keep the ABTT Course pages and Course/Events listings up to date.
- Create and share the Training Certificates with the candidates once training courses are completed.

Finance and Office Assistance

- Support the Financial Controller with light administrative tasks such as invoice filing or checking member payment status under guidance from the Financial Controller.
 - Chase or log member payments and sponsorships as directed.
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Person Specification

Essential:

- Experience of an administrative or similar role.
- Strong organisational skills and excellent attention to detail.
- Good written and verbal communication skills.
- Confident using standard office software (Microsoft Word, Excel, Outlook).
- Ability to manage multiple tasks and prioritise effectively.
- A team player with a helpful, flexible attitude.
- Experience of considering diversity and inclusion when undertaking all administrative communications and processes.



Desirable:

- Experience of working in a charity, arts organisation, or membership body.
 - Familiarity with website content management systems (e.g. WordPress).
 - Comfortable with updating websites (training will be provided if needed).
 - Interest in theatre, live events, or the performing arts sector.
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Why Join ABTT

- Be part of a respected organisation with a long-standing reputation in the sector.
 - Contribute to work that supports technical excellence and professional development.
 - Work with a committed and knowledgeable team in a role where your ideas and initiative are welcomed.
 - Our values underpin all our activities and guide us in the way we meet our aims and objectives. These are: Promoting equality, diversity and inclusion, enabling excellence, acknowledging achievement, representing all, and combating climate emergency.
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