

VACANCY



Title: Operations Assistant

Fee: Circa £20,000 per annum

Contract Type: Permanent (Full-time, 8-4pm)

Location: artsdepot, North Finchley, London

London Studio Centre (LSC) is an internationally recognised and OfS registered Higher Education conservatoire, which prides itself on training dancers, singers and actors for the profession. LSC delivers a range of programmes; from undergraduate provision focusing on professional performance (Classical Ballet, Contemporary Dance, Jazz Dance and Musical Theatre), to postgraduate provision covering production, performance and teaching. LSC's alumni are working worldwide with dance companies, in musicals and mainstream theatre from the West End to Broadway, in television, film and commercial dance. In the 2018 and 2019 Teaching Excellence and Student Outcomes Framework submissions, LSC was awarded a Gold Award. In addition, it regularly gains excellent Quality Assurance Agency reviews. LSC is a vibrant and exciting place to work and is based in the award-winning performing arts venue, artsdepot in North Finchley.

London Studio Centre wishes to recruit an Operations Assistant to support the day-to-day administration of resources at LSC. This primarily involves assisting in the technical and physical set-up of studios and teaching spaces, maintenance and troubleshooting issues.

LSC is looking for someone experienced in office administration who will be able to undertake a broad range of duties. The successful candidate will have a positive, can-do attitude to work, and an aptitude and willingness to learn quickly. A high attention to detail, strong organisational skills, ability to work under pressure, and good people skills would be key attributes to work in this busy but vibrant atmosphere. Candidates must be highly IT competent.

Please see the Application Pack for further information about LSC, a job description and person specification, to download please visit the vacancies section of our website: www.londonstudiocentre.org/jobs

To apply, please complete LSC's online application form and equal opportunities form, see links:

<https://londonstudiocentre.wufoo.com/forms/lsc-job-application-form/>
<https://londonstudiocentre.wufoo.com/forms/lsc-job-application-equal-opportunities-form/>

All applications must be submitted by **9am, Wednesday 12th January 2022**

Please note first interviews will take place in the **w/c 17th January 2022**

Proposed start date is to be negotiated, but would be by **February 2022**, if not sooner.