



Holywell Community Centre  
Tolpits Lane  
Watford  
WD18 9QD  
[admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk)  
07857 986364

Now in its 16th year, Herts Inclusive Theatre (HIT), are at the very heart of Hertfordshire's thriving arts scene, and are established as one of the county's leading inclusive theatre charities. We support and work with wonderful mix of children, young people, and adults, who collectively, encapsulate our inclusive ethos. We are open to everyone and we welcome new participants all year round.

Over 1,000 people a year, benefit from our vibrant programme of theatre activities, creative arts projects and community outreach work.

HIT are looking for a dynamic, motivated and team player to join the small Watford based organisation as Administrator.

The position is to support the day to day running of the charity and busy office. The position will be responsible to HIT's Artistic Director and Producer and work alongside the Communications Coordinator and Associate Director. The post will include occasional evening and weekend work.

The position would be based at the organisations office at The Holywell Centre in Watford, but also be required to visit workshop and performance venues in and around South West Hertfordshire. The preferred applicant would have access to their own transport.

To begin with the post will be for 25 hours per week, preferably this would be worked over 4 or 5 days. Office opening hours are Monday to Friday 9am to 5pm, the hours must be worked within this time unless otherwise stated. The position is offered on a self-employment basis, with a starting rate of £9 per hour. The successful candidate will be responsible for their own tax and national insurance payments. This will initially be a fixed term one year contract.

For a copy of the full job description and person specification please email [admin@hit-theatre.org.uk](mailto:admin@hit-theatre.org.uk) or call 01923 216951.

To apply please send a cover letter and CV for attention of Caroline Stevens, Artistic Director to [caroline@hit-theatre.org.uk](mailto:caroline@hit-theatre.org.uk) or post to Herts Inclusive Theatre, The Holywell Centre, Chaffinch Lane, WD18 9QD. Deadline for applications is Monday 4<sup>th</sup> September 2017.

If you wish to have an informal chat about the role please give HIT's Artistic Director, Caroline Stevens a call on 01923 216951

