



MUSIC THEATRE
INTERNATIONAL

RECRUITMENT

ROLE:	Licensing Assistant / Receptionist	LOCATION:	Central London
SALARY:	£28,000	HOURS:	35 hours per week

COMPANY DETAILS

Music Theatre International (MTI) is one of the world's leading theatrical licensing agencies, granting theatres and schools around the world the rights to perform the greatest selection of musicals from Broadway, the West End and beyond.

MTI works directly with the composers, lyricists and book writers of these musicals to provide official scripts, musical materials and dynamic theatrical resources for over 70,000 productions taking place annually worldwide. From MTI's London office, materials and resources are provided to over 5,500 professional, amateur and school productions taking place each year in the UK and across Europe.

MTI is dedicated to the education sector and has created the Broadway Junior™ shows (30 and 60-minute musicals designed for performance by primary and middle school-aged performers) and School Editions (musicals tailored to the needs of secondary school pupils).

MTI's London office also licences and supplies the works controlled by Josef Weinberger and Glocken Verlag.

The licensing team, currently comprised of 6 long-serving consultants, collectively license over 5500 productions each year to professional producers and theatres, schools, universities, amateur groups and youth groups. They are the front-line liaison between MTI and the customer, promoting the MTI shows, issuing contracts, facilitating the order of hire materials and issuing invoices amongst all other general enquiries.

In the upturn of business this permanent pivotal role of Licensing Assistant / Receptionist will be based at our newly refurbished Mortimer Street office. This broad role will provide central support to the busy licensing team.

BENEFITS *(following successful probationary period)*

25 days Annual Leave plus 8 Bank Holidays
 Non-contributory Private Pension
 Private Healthcare Scheme
 Season Ticket Loans
 Employee Assistance Programme

JOB DESCRIPTION

Duties include but not limited to:

Reception duties including:

*answering a busy telephone switchboard
 *greeting all visitors to the office

Amateur Licensing support:
 *show availability requests
 *answering basic enquiries both via phone and in email
 *general administrative support as required

Professional Licensing support:
 *general enquiries
 *generation of invoices as per instructions from the professional licensing team
 *vetting of foreign language translations

PERSONAL SPECIFICATION

The successful candidate will be of a happy and friendly disposition

Excellent aural and written communication skills with good attention to detail

Well organised with strong multi-tasking skills

Flexible attitude to meet the needs of the licensing teams

Ability to remain calm under pressure

Adaptable and willingness to learn new systems

QUALIFICATIONS, EDUCATION, TRAINING

Minimum of 5 GCSEs inclusive of English and Maths

NVQ Administration and/or secretarial qualification

RELEVANT EXPERIENCE

Previous administrative experience

Previous customer facing experience

Worked as part of a team

Some experience in musical theatre (on or offstage)

KNOWLEDGE	
DESIRABLE	ESSENTIAL
Understanding of the licensing process	Microsoft Office packages, Excel, Word Outlook & Access.
Use of Adobe Acrobat	Knowledge and interest in musical theatre
Knowledge of UK and Europe geography	Excellent customer service skills

To apply; please email your C.V and a Covering Letter to: recruitment@mtishows.co.uk

Opening Date for Applications:	22nd June 2022	Closing Date for Applications:	5pm, 15 th July 2022
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