

NFYT Administrator

National Festival of Youth Theatre 2026
(Fixed-term freelance contract)



Fixed fee: £7,500

Commitment:

Pre-event: Approx. 42 days (January – July 2026)
Homeworking and occasional in-person meetings in Edinburgh.

During event: Five days (Thursday 3 – Monday 6 July)
Full time and in residence at the National Festival of Youth Theatre in Inverness.

Post-event: Three days (July/August)
Event debrief meeting

Application deadline: Monday 12 January (9am)

Interviews: Tuesday 20 January (online via Zoom)

Introduction

Youth Theatre Arts Scotland is an inspirational and pioneering national youth arts organisation and the post of **NFYT Administrator** offers you an opportunity to join our team in the delivery of our flagship event, the National Festival of Youth Theatre 2026.

Before the Festival you will be a key member of the YTAS team, ensuring the smooth preparation and administration of the event. During the festival you will join the team in residence at the Eden Court Theatre in Inverness. Camping accommodation, transport and all meals during the festival will be provided.

About us

YTAS is the national development agency and umbrella body for Scotland's youth theatre sector. Our vision is for universal access to quality youth theatre activity across Scotland and universal recognition of its impact.

We deliver our work through a combination of...

- **Sector support**
- **Sector training and development**
- **Youth theatre events and projects**
- **Research and advocacy**

As an organisation, we value...

- **Helping Others**

We support, enable and champion.

- **Community**

We are welcoming. We respect differences, provide inspiration and build collective confidence.

- **Collaboration**

We work with and connect a rich network of people and places.

- **Excellence**

We encourage ambition, experimentation, and progression. We always strive for quality.

- **Joy**

We have an upbeat and positive approach.

We are a registered Scottish charity and a recognised leader in Scotland's youth arts scene. You can find more information about our work at www.ytas.org.uk

Working with us

As **NFYT Administrator** you will join a motivated and high-achieving team. We're often complimented on the friendly, informal, and hardworking culture we've created. This position will offer you the opportunity to contribute to this, and to collaborate with all members of our team. You can read more about who we all are at <https://ytas.org.uk/about-ytas/our-people/>.

The job description and person specification below outline the experience, knowledge, and skills required for this role. You will also need to care about achieving the high standards we set ourselves in every aspect of our work.

We believe that YTAS is a good place to work, and our former employees agree. They say...

"The clear focus on who we are as people, rather than just what we do as job roles makes YTAS a unique and special organisation to work for."

*"Morale and motivation are very positive.
This is a team-based organisation."*

"Staff are motivated by a positive working environment and inspired by the projects and opportunities created."

"A lot of time and energy is put into how the organisation can maintain a healthy ethos and set of values."

About the National Festival of Youth Theatre

Scotland's **National Festival of Youth Theatre** (NFYT) creates an explosion of young creative talent. It is the largest gathering of youth theatres in the UK and enables young people to come together, discover and celebrate a shared passion, offering them the opportunity to develop as artists, audience members and creative thinkers.

In 2026, the festival will include...

- Up to **200 participants aged 14+** representing youth theatres from across Scotland and beyond.
- Approximately **six youth theatre shows** performed in Eden Court Theatre's One Touch Studio.
- An education programme of **artistic workshops** delivered by leading theatre practitioners.
- **Social events** programmed and led by young people, such as the NFYT Theatre Sports, Open Mic, and Pop Quiz as well as the festival wrap party.
- **Camping** at Northern Meeting Park in Inverness.

With an emphasis on inclusion, education and collaboration, the National Festival of Youth Theatre aims to remove barriers, teach valuable life skills and provide extraordinary new experiences. As the largest gathering of youth theatres in the UK, the festival continues to be a vital vehicle to reconnect, reinvigorate, and inspire Scotland's youth theatre sector.

Job Description

Job Title:	NFYT Administrator
Job Purpose:	To work with the YTAS Team to administrate and co-ordinate the National Festival of Youth Theatre
Responsible to:	Projects Producer (maternity cover)

Main Responsibilities

As NFYT Administrator you will be working exclusively on the co-ordination of our National Festival of Youth Theatre.

1. Pre-NFYT: Preparation (approx. 42 Days Feb – Jun)

- Logging bookings and acting as a point of contact for festival enquiries.
- Corresponding with festival attendees, suppliers, and host venues to plan and prepare for festival events.
- Working with the YTAS team to create and proof festival information packs, schedules, and other documents as required.
- Administration of attendee paperwork and data.
- Coordinating schedules and paperwork for Young Leaders, our youth volunteer scheme, alongside Sector Development Manager.

2. During NFYT: Activity (Thu 2 Jul – Mon 6 Jul 2026)

- Working as part of the YTAS team to facilitate festival activity as necessary, including setting up and managing spaces, and acting as point of contact for attendees throughout the event.
- Supporting Projects Producer (Maternity Cover) to liaise with venues and suppliers.
- Responding to ad-hoc queries and requests.

3. Post NFYT: Evaluation (2 days, July/August)

- Evaluation and debrief meeting with members of the YTAS team

General Responsibilities

Effectively and independently managing your workload and work schedule in line with colleagues, YTAS members, partners, and deadlines.

Maintaining efficient online filing systems and records with the support of the YTAS team.

Person Specification

Essential criteria

Your application will be scored on how well you demonstrate that you meet each of the following criteria.

- You have excellent IT and administration skills including proficiency in Microsoft Office (Excel, Word, Forms) and online collaboration tools, with meticulous attention to detail.
- You have experience working with project management software (e.g. Microsoft Planner, Asana, Monday.com etc)
- You have excellent planning and time management skills.
- You have excellent verbal and written communication skills and can communicate effectively and in a friendly manner with a diverse group of people
- You have a proven ability to work on your own initiative and prioritise tasks effectively.
- You have a confident 'can do' attitude.
- You have experience working as a freelancer and managing your own workload remotely.

Desirable criteria

- Experience working in arts administration and/or events coordination

Further information

Fee:	Your fixed fee will be £7,500 You will be liable for payment of any Income Tax and NI in relation to your fee.
Contract:	You will be employed on a freelance basis until 5 August 2026
Place of work:	Youth Theatre Arts Scotland operates remotely . You will therefore be required to undertake most of the planning work from home.
Travel Expenses:	All work-related travel expenses are reimbursed by YTAS.
E.A.P.:	YTAS employees are automatically enrolled in an Employee Assistance Programme , (EAP) and due to the length of this contract, we will include this freelance role too. The EAP provision is intended to support staff to deal with any personal problems that might negatively impact their work, health, or wellbeing, via access to a free, confidential, and independent information, support, and guidance service.

How to apply

To apply for this post please complete our **Application Form** and submit it by email to recruitment@ytas.org.uk

We are not able to accept CVs.

Guidance on completing the section 'Your Suitability for the Role'

For the 'Suitability for the Role' section of the Application Form, we are happy to accept your answers either...

- in **writing** or
- in **video** or **audio** format (limited to a total of 10 minutes).

If you choose to record your answers, please provide a web address where we can access your file or submit it by email along with your completed Application Form.

Please make it easy for us to assess your application. We are looking for evidence that you have the skills and experience listed in the **Person Specification** above. When you answer the questions relating to 'Your Suitability for the Role', please provide a few sentences explaining how you meet each of the essential criteria listed. Your application will be scored against these.

When you do this, **please give evidence** rather than assertions.

A statement such as, *'I have excellent attention to detail'* is an assertion. Instead, we want you to describe, for example, a time when you paid particular attention to detail. What did you do? And what did other people say or do which proved that you had been successful?

Important Dates

Application deadline: Monday 12 January at 9am
Interviews: Tuesday 20 January (online via Zoom)

Interview Accessibility

To support preparation for interview, all interviewees will be sent questions in advance. If we invite you to an interview, we'll ask you to let us know if there are any supports or accommodation you may need. This is to make sure that everyone has the same equity of access.

We have an access budget available to reimburse additional expenditure you might incur in order to attend the interview, for example childcare costs. Further details will be provided if you are invited to an interview.

Equal Opportunities

Please consider completing our voluntary and anonymous Equal Opportunities Monitoring Questionnaire at <https://forms.office.com/e/E4CjiRiL8D>.

We will use the information to...

- make sure that no job applicant receives less favourable treatment because of age, disability, race/ethnicity, religion/belief, marriage and civil partnership, pregnancy and maternity, sex/gender, gender reassignment or sexual orientation; and
- understand who we are reaching and appealing to as an employer. This will help us improve our recruitment practices so that a wider variety of people know about our job opportunities and feel more comfortable applying to work with us.

Any Questions?

If you have any questions or would like to speak to us informally about this post, please contact our **Projects Producer (Maternity Cover), Zoe Farrugia** at zoe@ytas.org.uk.

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