



21 March 2018

Dear Applicant,

Administrator, 40 hours per week

Thank you for requesting an application pack for the role of Administrator at Theatre Hullabaloo.

This pack includes:

- Job description and person specification

The application form and equal opportunities monitoring form is available as a separate downloadable document. Applications will only be accepted when submitted on the company application form unless an alternative has been agreed.

You can find out more about Theatre Hullabaloo and our work including our venue The Hullabaloo, by visiting our website www.theatrehullabaloo.org.uk.

Theatre Hullabaloo is striving to be an equal opportunities employer. We welcome applications from Black and minority ethnic and disabled candidates who are currently under represented in our organisation. The Hullabaloo is a purpose-designed space that is fully accessible.

We are a family friendly organisation and offer a flexible and supportive working environment, value experience as well as skills and qualifications and aim to ensure everyone in the organisation is aware of our equality and diversity commitments.

The deadline for applications is **12noon on Friday 6 April 2018**.

Please submit your application by email to info@theatrehullabaloo.org.uk using the application form provided. If you need to submit your application in an alternative accessible format please contact us in advance so that we know to expect it. **The proposed interview date is Thursday 10 April 2018**. Please indicate on your application if you are not able to make either of these dates, and also let us know if you have any access requirements for the interview.

Please note that whilst we will acknowledge receipt of your application, due to the high number of applications received, we are unable to respond to them individually. If you have not been contacted by Monday 9 April, please assume you have not been shortlisted. I hope you decide to apply and look forward to receiving your application.

Best wishes,

Laura Case

Executive Director



Administrator

(£18,000 per annum pro rata)

Hours: Full Time 40 hours per week

- *Responsible to the Executive Director and line managed by the General Manager*

Main purpose of the Job:

The **Administrator** provides administrative support for the Company and all of its strands of work. S/He will act as the first point of contact for enquiries.

Key responsibilities:

- Provide administrative support to the Company and all of its strands of work
- Act as the first point of contact for general enquiries by email and phone
- Attend and minute take at staff, board and other meetings as required
- In liaison with the General Manager assist in the smooth and efficient delivery of operations including IT, filing, stationery and equipment orders etc
- Assist the General Manager and input financial transactions into Sage, chase payments and generate purchase orders, reconcile petty cash
- Collate and issue papers for meetings including board, sub-groups and other meetings
- Organise and book all accommodation and travel requirements for the organisation
- In liaison with key officer's issue agreements, proformas or contracts for venue hire, staff, artists, partnerships and so on
- Handle and distribute post
- Create schedules, rotas and registers as required for strands of work and company business
- Organise hospitality requirements for the Company
- To collate and collect various figures, including audience data for reporting requirements
- Assist in the purchasing and confirmation of project materials and equipment
- Assist in room booking, venue hire as required and assist in updating Artifax (events software)
- Update key company documentation and issue as required
- Undertake research tasks and gather/collate information as required
- Assist in recruitment administration
- Assist Marketing Officer in collating and inputting listings, bulk mailings, distribution of marketing materials, chasing and collation of audience figures, Website CMS input as required, press cutting collation.
- Assist in the selling of work to schools/groups, delegates/professionals to generate and maximise bookings for all Theatre Hullabaloo activity as directed, primarily through telesales
- Assist in the selling of activity across all strands of work
- Maintain production and project related records and paperwork – audience figures, feedback, evaluation information, reports, signing in sheets/registers etc
- FoH duties as required
- To update the company database and booking systems

General

- Act as an advocate for the company, communicating enthusiastically and confidently about our work.
- Work in line with the company's mission, vision and values.
- Offer a high level of customer and audience care at all times.
- Be available to work occasional evenings and weekends when required along with a handful of meetings and company commitments throughout the year.
- Adhere to Health and Safety procedures at all times.
- Carry out all other duties as reasonably requested to help the company achieve its objectives.

Additional

- Theatre Hullabaloo is an equal opportunities employer and we are committed to attracting and recruiting candidates from all communities.
- As a family-friendly organisation, working hours can be flexible.
- Holiday entitlement: 35 days per annum (including public holidays) pro rata.
- No overtime is payable but Flexi/TOIL may be taken in agreement with your line manager

The above provides example duties under the responsibilities and is not an exhaustive list. All other duties as reasonably requested by the General Manager and Senior Management team.

Person Specification

Essential

Energetic, efficient, resourceful and flexible
Excellent literacy and numeracy skills
Excellent IT skills
Good understanding of Microsoft Office, especially Excel and Word
Good team player
Good research and evaluation skills
Good communication skills
Positive and diplomatic
Ability to work under pressure / to deadlines
Organised and a self-starter
Ability to support Theatre Hullabaloo staff
Ability to act as an advocate

Desirable

Interest in Theatre or Performing Arts
Experience of organising diaries, rotas or schedules
Knowledge of Theatre Hullabaloo's work
Interest in Theatre for Young Audiences
Clean driving license