

THEATRE

Hullabaloo



**FINANCE & ADMINISTRATION
ASSISTANT
RECRUITMENT PACK**

WELCOME

Thank you for your interest in the role of Finance & Administration Assistant at Theatre Hullabaloo.

Theatre Hullabaloo is one of the UK's leading children's arts organisations. We make, produce, promote and programme world-class theatre for young audiences. In December 2017, we opened The Hullabaloo, a purpose-designed venue for children and families in Darlington, which is where we are based.

Theatre Hullabaloo is a small team fired with passion and commitment to impact the lives of our local audiences and also to contribute to national and international conversations about the role of the arts and creativity in children's lives. We are a friendly and inclusive organisation who work hard to support and meet the varying needs of people who work with us to ensure we employ the best people to do the job and that they represent the communities we serve. We are now looking for a Finance Assistant to support the delivery of our ambitions.

The Finance & Administration Assistant is responsible for all day-to-day financial procedures and other general administrative duties.

This application pack gives you an overview of Theatre Hullabaloo, the Job Description and Person Specification and details of how you can apply. **Please note that the deadline for applications is Monday 27th September at 12 noon and interviews will take place on Friday 8th October 2021.**

If you would like to discuss the role prior to application, please email info@theatrehullabaloo.org.uk so that a phone call with Cath Robson, Operations Director can be arranged.

We look forward to receiving your application.

Miranda Thain
Chief Executive/Artistic Producer

ABOUT THEATRE HULLABALOO

Theatre Hullabaloo believes that creativity should be part of everyone's childhood. We are a pioneering organisation that makes, tours and promotes theatre for children and young people because we believe that they are the most important audience of all. Established as Cleveland Independent Theatre Company, a general regional touring theatre company in 1979, the organisation became a specialist young people's company in 1994 (CTC Theatre) and was then reimagined as Theatre Hullabaloo in 2009.

Theatre Hullabaloo is a National Portfolio Organisation (NPO) of Arts Council England, a registered charity and one of the leading specialist children's theatre organisations in the UK. We make and commission new work for audiences from birth to 16 years which tours regionally, nationally and internationally to a mixture of theatres, venues, schools, nurseries and community settings. We also deliver a busy artist and sector development programme, believing that our audiences deserve work made by the most brilliant of artists and we work with a range of partners and stakeholders to produce research into the value of creativity in the lives of children which impacts on national policy in this area.

*'If this was weekly, I
would bring my
child every week!'*

*- Audience
member (Lullabub)*



THE HULLABALOO



'I feel lucky that we have such an exciting arts facility so close to home as my daughter grows up'

- Audience member

In December 2017, Theatre Hullabaloo realised the dream of opening a purpose-built venue for children and families in Darlington. The Hullabaloo presents a year-round programme of world-class performances, free creative play installations, family-focussed activities, and participatory work with particular emphasis on early years creativity.

The venue has already welcomed over 55,000 children and their grown-ups through its doors to see wonderful theatre specially made for them, engage in magical play installations and much more. The venue was named 'Best Family Venue 2019' in the national Fantastic for Families awards.

OUR VISION

A world where art and creativity for children is as brilliant and inspiring as they are and is a fundamental part of everybody's childhood

OUR MISSION

Theatre Hullabaloo champions the rights of children to art and creativity as an irreducible part of child development. We do this by making, presenting and advocating an inspiring and ambitious programme of theatre and play which is accessible to all children and families and speaks to all stakeholders in childhood

OUR VALUES

Theatre Hullabaloo is:

BOLD

We are artistically ambitious for our audiences and take risks in the ideas, stories and forms that we use to make meaning of our world

COLLABORATIVE

We believe that we can achieve more when we develop ideas collaboratively, engage with a broad range of voices and make space for everyone to contribute

CHILD CENTRED



IMAGINATIVE

We celebrate the power of the imagination to make positive change. Imagination is magical, it stimulates creativity and innovation

ACCESSIBLE

We are passionate about the rights of all children and families to have the best possible experience of our work, to feel invited and able to participate and to be fully represented in that work

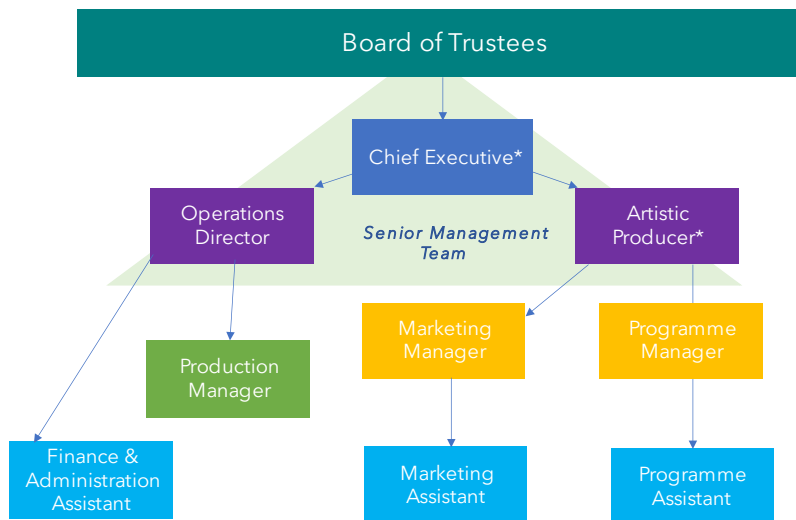
Our Strategic Aims 2021-23

- To ensure The Hullabaloo is accessible to all, increasing engagement with local communities to ensure The Hullabaloo is meaningful to more children, families and schools locally and regionally.
- To increase the profile of Theatre Hullabaloo locally, regionally and nationally
- To achieve greater organisational sustainability and reduce our environmental impact
- To contribute to the recovery of artists and communities from the Covid-19 pandemic

STRUCTURE & GOVERNANCE

Theatre Hullabaloo is the trading name of Cleveland Independent Theatre Company Ltd and is a registered charity and a company limited by guarantee governed by its charitable objects and Memorandum and Articles of Association. Theatre Hullabaloo currently has a staff team of seven and an array of freelancers that make up the wider creative and project teams.

Theatre Hullabaloo is governed by a board of ten trustees which meets five times a year to administer the charity. The board also operates a finance sub-group which meets quarterly and other subgroups in areas of staffing, income generation and access and inclusivity.



* These two roles are currently held by the same person

THE ROLE

Title:	Finance & Administration Assistant
Salary:	£19,500 per annum pro rata
Hours:	16 hours per week
Contract type:	Permanent
Annual leave:	27 days per annum plus bank holidays (pro rata)

We are proud to be a family friendly employer and operate a flexible working policy, in order to help our staff achieve a healthy work/life balance. Theatre Hullabaloo is a Living Wage Employer and is signed up to the Breathe Culture Pledge which is part of our commitment to the wellbeing of our team.

OVERVIEW

The Finance & Administration Assistant carries out day-to-day financial procedures and other administrative tasks.

The role reports to the Operations Director and works alongside the Marketing Assistant and Programme Assistant to ensure all administrative duties are carried out.

MAIN RESPONSIBILITIES

- Provide administrative support to the organisation and all of its strands of work
- Act as the first point of contact for general enquiries by email and phone (shared with Marketing Assistant and Programme Assistant)
- In liaison with the Operations Director, assist in the smooth and efficient delivery of operations including IT, filing, post, stationery and equipment orders etc
- Assist the Operations Director and carry out all day to day finance procedures; input financial transactions into Sage, chase payments and raise invoices, reconcile petty cash, process expenses claims, monitor cash donations, perform bank reconciliations and any other bookkeeping as required.
- Organise and book all accommodation and travel requirements for the organisation, including supporting the Production Manager in the booking of tour accommodation
- Organise hospitality requirements for the organisation
- To collate and collect data for reporting & evaluation requirements; including ACE annual survey, environmental data and any other funding returns as required
- Assist in the purchasing and confirmation of project materials and equipment
- Assist in room booking, venue hire as required and assist in updating Artifax
- Undertake research tasks and gather/collate information as required
- Assist with the coordination of recruitment processes and schedule interviews or auditions as requested

- FoH duties and event support as required (shared with Marketing Assistant and Programme Assistant)
- Place donation box in café each morning and secure at night (shared with Marketing Assistant and Programme Assistant)

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.
- Adhere to Theatre Hullabaloo's Health and Safety, GDPR and Safeguarding procedures at all times
- Promote equality and inclusion within the workplace
- 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.
- General office administrative duties (shared across the team such as telephone answering, responding to emails, recycling, filing etc)

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 TOIL may be taken in agreement with your line manager.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	Application	Interview
Excellent organisational and planning skills	•	•
Ability to work as part of a team as well as using own initiative	•	•
Ability to prioritise work, to work under pressure and deliver to deadlines		•
Ability to manage own workload and work across projects simultaneously	•	•
Previous experience of working within an office environment		•
Good time management skills	•	•
Good attention to detail and accuracy	•	•
Good communication skills (with line manager, staff team and stakeholders)	•	•
Good IT skills, proficient in Word, Excel and the ability to use new software	•	•
The ability to be resourceful and seek the best value for money		•
Have a clear understanding of Theatre Hullabaloo's values and mission		•
DESIRABLE CRITERIA		
Experience of working in an administrative capacity	•	•
Bookkeeping experience	•	•
Knowledge of Sage 50 Accounts	•	•
Knowledge of Theatre Hullabaloo's work	•	•
Interest in theatre and cultural activities for young audiences	•	•

HOW TO APPLY

Please visit <https://airtable.com/shrwES5UULV2u7hHd> to complete an application form. You will be asked to upload a Word document application form which can be found on our website alongside this job pack at:

<https://www.theatrehullabaloo.org.uk/who-are-we/join-the-team/>

We want to help applicants to fully represent what they can offer the organisation, so if you feel our application form isn't the best format for you, please contact us at info@theatrehullabaloo.org.uk so that we can give you access to what you need to apply or attend for an interview.

We will be scoring your application based on how well you demonstrate you meet the essential criteria above, so make sure to include all relevant skills and experience so we can shortlist accurately.

Theatre Hullabaloo is an Equal Opportunities Employer and recognises the importance and advantages of diverse workplaces and communities. We particularly welcome applications from those currently underrepresented in our organisation, specifically those who identify as from an alternative background to White, for example People of South, East, West and Central Asian heritage, African and Caribbean heritage, Middle East heritage, Latinx people and mixed heritage, and those who are d/Deaf or disabled.

Please note that CVs will not be accepted, and we cannot accept physical copies of applications as we are not currently working in the building.

Application deadline: 27th September 2021, 12 noon

Interview dates: 8th October 2021

If you would like an informal conversation about the role, please contact the office by emailing info@theatrehullabaloo.org.uk.

PRIVACY NOTICE

Theatre Hullabaloo will collect and maintain some personal information about you throughout the recruitment and selection process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The full applicant privacy policy is on our website alongside the application pack.



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**ARTS COUNCIL
ENGLAND**

Theatre Hullabaloo is a trading name of Cleveland Independent Theatre Company
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