



## ARTS ADMINISTRATOR: CONTEXT AND PERSON SPECIFICATION

**JOB TITLE:** Administrator

**SALARY RANGE:** £20,000-£22,000 per annum (pro rata)

**REPORTS TO:** Business Director

**DIRECT REPORTS:** None

**HOURS:** Part time, permanent 20 hours per week

**LOCATIONS:** Theatre Royal Winchester

**JOB CONTEXT:**

Live Theatre Winchester Trust (incorporating Theatre Royal Winchester (TRW) and Hat Fair (HF)) is a developing organisation requiring ongoing administrative support to deliver its day to day programme, events and engagement offer, as well as supporting its longer term ambitions.

**JOB PURPOSE:**

To deliver the day to day administrative requirements of the organisation to the highest standards, including HR administration, programming support and general office support.

**KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:**

**Essential**

- A minimum of 2 years' experience in a busy Administration role
- Grade C or above in English and Maths GCSE
- Experience of HR Administration
- Competent minute taker
- Excellent Microsoft Office skills
- Experience of Google Suite e.g. docs, sheets
- Able to manage time and prioritise effectively
- Excellent organisational skills
- Understanding of GDPR
- Strong record keeping skills
- Excellent customer service skills
- Able to apply clear and appropriate communication skills internally and externally
- Able to problem solve
- Demonstrates attention to detail in all areas of work

**Desirable**

- Degree or equivalent in an arts based discipline
- Understanding of Box Office systems
- A general interest in arts/programming/programming administration experience
- First Aid qualification
- DBS check



## ARTS ADMINISTRATOR: JOB DESCRIPTION

### **PRINCIPAL RESPONSIBILITIES**

- Promote and maintain excellent communication across the organisation
- Minute take weekly team meetings
- Maintain and create filing systems
- Act as a focal point for general enquires, including by phone, e-mail and in person
- Actively manage hire enquiries sending out appropriate paperwork
- Produce and send programming related paperwork as required
- Administrate the companies online HR system
- Maintain personnel files
- Induct new staff
- Administrate the incoming and internal post in accordance with Company policy when necessary
- Assist team members with IT related matters and act as the primary contact for our external IT support
- Assist with events and meeting set ups, liaising with the wider team as necessary
- Support the administration of the Finance function as required e.g. distribution of paying in books, petty cash/reconciliation etc.
- Support and be present at key organisational events e.g. press launches, first nights
- Take an active interest in the work of the trust and industry news/events
- Update the training log as required

### **General**

- Champion the organisation's values and act as an advocate for the organisation with the public and key stakeholders
- Adhere to organisational policies and procedures and carry out all tasks to the highest standards in accordance with best practice
- Deal with all data in a GDPR compliant manner
- Actively support the organisation's action plans in respect of diversity and equality
- Participate in training and other forms of staff and team development
- Comply with the company's Health and Safety policy at all times
- Represent the organisation as necessary
- Undertake such other tasks as are agreed with the Management of Live Theatre Winchester Trust.

### **DESIRED PERSONAL QUALITIES**

- Passion for the arts
- Self-motivated
- Confidence in working with a diverse range of people
- Willingness to learn

In addition to a commitment to the values, aims and objectives of the Live Theatre Winchester Trust, candidates should be able to show clear evidence of how their knowledge/skills/experiences match the Person Specification and support delivery of the Job Description in their application.

Live Theatre Winchester Trust is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.