

ADMINISTRATOR JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	ADMINISTRATOR (PART-TIME)
LOCATION:	RICH MIX, LONDON E1
Responsible to:	Executive Director
Responsible for:	N/A
Hours of work:	3 days a week (ie 24 hours per week including breaks). Tamasha's normal office hours are 10am – 6pm Monday to Friday. Days / hours of work will be agreed on appointment. Some paid over-time may be required during busy times.
Holiday:	15 days per annum (based on full-time entitlement of 25 days per year), plus statutory bank holidays
Probationary period:	2 months
Salary:	£12,600 pro rata (based on full-time salary of £21,000). Subject to annual review / increments in line with company policy.

Purpose

The Administrator is a key member of our team who will manage the daily functions of a busy office as well as work closely across the company to support the delivery of our programme.

KEY RESPONSIBILITIES

Company Administration and Office Management

- Act as the main point of contact for all visitors, correspondence and telephone calls
- Manage and maintain all office systems and equipment, including the company database, office calendar and purchasing office supplies / stationery as required
- Act as the first point of contact for the IT technical support team, managing any issues or upgrades and keeping the team up to date with progress
- Process and distribute post
- Keep the office filing system (physical and electronic) up to date and ensure files are archived appropriately as needed. Manage and maintain the company archive, inventory and storage locations
- Assist with general administration, including booking travel and accommodation, scheduling and minuting meetings, including bi-weekly company meetings
- Co-ordinate company mail-outs and maintain mailing lists
- Attend the Rich Mix Tenant and Environment and Sustainability meetings and feedback to the company

Finance

- Assist with the financial management of the company, including processing credit card returns, invoices, expenses and petty cash
- Monitor and log production and project income and expenditure as required by the Executive Director or Producer

Human Resources

- Assisting the Executive Director in recruitment of personnel for office and production positions including updating job descriptions and handling advertising and recruitment processes, ensuring these are in accordance with Tamasha's equality and recruitment policies
- Assist with the induction process for new staff
- Book training for staff as required
- Manage the process for Disclosure and Barring Scheme applications for staff and freelance practitioners as required
- Assist with updating the Staff Handbook and company policies as required

Board of Directors

- Assist with Board administration such as registering members, arranging meetings or distributing papers
- Assist with preparation for Board meetings, including arranging meeting rooms, organising refreshments and taking minutes

Marketing and Press

- Working with the Marketing & Comms Manager, co-ordinate reciprocal marketing activity, supporting the creation of regular company and TDA e-bulletins as needed, maintaining mailing lists and preparing database extractions for direct mails
- Track and archive press articles, reviews and feedback about the company, productions and projects
- Proof marketing materials as required
- Assist with the publication of programmes, playtexts and freesheets as required
- Carry out regular, basic website updates
- Carrying out ongoing social media activity for the company, and updating the Tamasha blog as and when required.

Artistic programme administration

Support the Producer and Assistant Producer with general pre-production administration and the day-to-day co-ordination of programme activity including:

Productions

- Arrange travel and accommodation for the company as required
- Organise casting and rehearsal space as required
- Manage ticket requests for productions and projects in line with the comps policy
- Assist the Assistant Producer with updating the venues, rehearsal space, actors and creative team databases and casting files as required
- Log and respond to all show invitations or unsolicited script submissions and share with the team as appropriate
- Assist the Assistant Producer to create and distribute itineraries for cast and creatives teams
- Assist with research requests as required
- Assist with the planning and running of events, press nights or fundraising events; booking spaces, overseeing the issue and RSVPs of invitations and liaising over catering arrangements.

Tamasha Developing Artists

Working with the Assistant Producer to co-ordinate the delivery of the TDA programme, including:

- Process and welcome any new TDA members, filing CVs and updating the members' database as necessary
- Support the management of various TDA activity and projects, including recruitment and assisting with logistics such as space hires and equipment provision
- Support the evaluation of TDA activity and projects including the accurate recording of participant data, feedback and direct and indirect outcomes of the programme
- Assist with the annual recruitment and administration of Tamasha Playwrights.

Company compliance and key stakeholder relationships

- Assist with the drafting of key funding / stakeholder reports e.g. Annual ACE Submission, and Directors Report with Annual accounts as required, and ensure all paperwork is filed with the Arts Council within the agreed timescales.
- Assist with data collection for the annual ACE submission, including environment and sustainability reporting to Julies Bicycle
- With the Executive Director, ensuring that all of Tamasha's policies and risk management process are appropriately up to date and complied with, including but not limited to: risk assessments and policies relating to Finance, Employment, Diversity, Equal Opportunities and Health and Safety
- With the Executive Director, ensuring Tamasha's compliance with all statutory requirements as a limited company and a registered charity including employment, insurance, health and safety etc. as well as

compliance with all lease related matters including insurance and fire regulations

General

- Demonstrate a clear commitment to diversity and equal opportunities principles and practice as well as other company policies
- Any other tasks appropriate to the post as required by the Senior Management Team.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION AND IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE.

PERSON SPECIFICATION

Essential

- Administrative / office management experience, preferably in an arts environment
- Ability to work calmly under your own initiative and as a key player in a small dedicated team
- Excellent communication skills, both written and verbal
- Strong organisational and time management skills
- Sound IT skills and a good working knowledge of MS Office including Word, Excel and Outlook
- Proficient numeracy skills and excellent attention to detail
- The confidence to take on responsibility for specific projects and to work with minimal supervision when required
- A welcoming, professional and friendly telephone manner

Desirable

- A demonstrable interest in the arts and pursuing a career in this sector
- An interest in Tamasha's work and diverse theatre practice
- Proficient with using social media