



Arts Administrator 14-month maternity cover

The award-winning Chain Reaction are looking for a brilliant Arts Administrator 4-days a week for 14-months maternity cover, starting no later than 1st June 2024.

The Administrator is a pivotal role at Chain Reaction with overall office management responsibilities including: first point of contact, booking of workshops and tours, finance (including payroll), social media, marketing, office resources, filing systems and the day to day running of the premises.

Chain Reaction are a London-based charity that's been using theatre and media to ignite personal and social change since 1994. We produce high-quality, emotionally engaging projects that transform the way people relate to themselves, their community and to wider society. We deliver workshop programmes and professional theatre in and out of schools, run youth theatres, social action groups and deliver multimedia health workshops and creative employability programmes.

The successful applicant will be required to work in Chain Reaction's East London office and be a vibrant, self-motivated individual with outstanding attention to detail, excellent organisational skills and a good sense of humour. They must have strong IT skills, demonstrate an ability to work unsupervised and be an exceptional communicator, both written and oral. Full training will be given in the role by our current administrator who will be going on maternity leave in August 2024.

We're also interested in hearing from those who may have experience of working with young people and/or workshop facilitation as the role has the potential to be multi-faceted.

Passion for theatre and the arts and knowledge of the education system is essential.

Salary is between £24,400 and £29,400 Pro Rata (depending on experience).

To download the full Job Description, please go to the Contact Us page at www.chainreactiontheatre.co.uk
Please send us your CV and a cover letter explaining why you're perfect for this role and how you meet the essential requirements. Email it to: admin@chainreactiontheatre.co.uk

Application deadline date: Sunday 14th April 2024.

Chain Reaction is an equal opportunities employer and encourages applications from all sectors of the community.

Arts Administrator - Job Description

Context

We are seeking a vibrant, organised, self-motivated individual, with outstanding attention to detail and a good sense of humour. You must have a passion for the arts and demonstrate an ability to juggle an array of tasks, use your own initiative and be an excellent communicator.

Office

- To have overall office responsibility including office equipment and resources, diary management, filing systems; and the day to day running of the premises.
- To work alongside the office team to market and publicise workshop programmes and theatre tours by building relationships and planning and organising mailouts via email.
- Booking workshop programmes and theatre tours and liaising with schools/venues to ensure the smooth running of each project.
- To ensure the correct paperwork is ready for projects including plans, evaluation forms and DBS info.
- Coordinating interviews, auditions, and the recruitment process (inclusive of DBS checks and references).
- Provide facilitators, actors and other freelancers with up-to-date workshop schedules and rehearsal/tour dates and to book rehearsal and delivery rooms where necessary.
- Ordering and purchasing goods for the day-to-day running of the office and for projects.
- Maintaining company handbooks and policies ensuring all actors, freelancers, employees and volunteers have up to date copies with Chain Reaction's policy documentation and contracts.
- To service the Board of Trustees by being the first port of call, organising meetings, taking and distributing minutes of meetings to all board members, organising refreshments and paperwork etc.
- In association with the Artistic Director provide the Board of Trustees with written reports on the work of the company, policy, programme development, initiatives, and budgets.
- Source appropriate training opportunities for staff team and maintain training records.
- Build excellent relationships with our freelancers, Board of Trustees and clients.
- To work alongside the senior team on funding bids and evaluations where necessary.
- Provide administrative & secretarial support to the Artistic Director and other team members.

Finance

- Work with the Artistic Director to create an annual budget and regularly update and maintain it.
- Responsible for financial operations including administration of payroll, weekly bookkeeping (Quickbooks), invoices, accounts payable, accounts receivable, petty cash and bank reconciliation.
- Prepare quarterly reports and accounts.
- Monitor and administrate the company pension scheme.
- Complete end of year tax returns and keep up to date with all procedures with the Inland Revenue.

Marketing

- To work alongside the Artistic Director in the planning and delivery of publicity.
- To raise Chain Reaction's social media presence by drafting weekly posts for all platforms.
- Writing press releases and liaising with members of the press.
- Liaising with print companies and sending artwork to print.
- To become familiar with all of the company's history and artistic programmes (workshops/shows) so you can represent the company, attend meetings, forums and conferences where appropriate.
- To keep the database up to date and maintain it where necessary.

Policy and Planning

- To keep abreast of legislation and public policy developments relevant to the company's work.
- To be responsible for Health and Safety of the office and emergency exit procedures.
- In conjunction with the Artistic Director ensure Chain Reaction's policies are reviewed, updated and maintained at appropriate times and signed off by the Board of Trustees.
- To be responsible for company Insurance policies both equipment and public liability insurances.

Person Specification

Essential requirements

- Excellent communication skills, both written and oral.
- Outstanding typing and word processing skills using Microsoft Office (Outlook, Excel, and Word), including layout and presentation of all documents.
- Excellent organisational and prioritisation skills.
- General administrative experience including the ability to organise and prioritise workload.
- Excellent proof-reading skills and attention to details.
- Passion for the arts.
- Knowledge of the education system.
- Awareness of equal opportunities policy and practice.
- Commitment to and enthusiasm for the long-term development of Chain Reaction.
- Resourceful with good problem-solving skills.

Desirable requirements

- Experience and knowledge of fundraising.
- Knowledge of QuickBooks, Canva and Photoshop.
- Experience of finance and payroll.
- Full current clean driving licence.
- Marketing experience.
- Web management.
- Experience of workshop facilitation.

As Administrator for a small organisation you will be part of the core team and as such you may be asked to fulfil other duties not listed here (including some out of hours working on occasion).

Salary Range

Salary is between £24,400 and £29,400 Pro Rata (depending on experience).

Holiday Entitlement and Benefits

5.6 weeks (pro rata) holiday. Employee Pension Scheme (up to 6%)

Job start date and duration

1st June 2024 (*potentially earlier*) – 14-month maternity cover

Chain Reaction, Millers House, Three Mill lane, London, E3 3DU

E: admin@chainreactiontheatre.co.uk Company no. 5516471 Charity No. 1112701

