

# Team Administrator Job Description

**Job Title:** Team Administrator

**Reports To:** Festival Manager

**Contractual Arrangements:** Permanent

**Salary:** £18,000 – £20,000 (dependent on experience) pro-rata (based on 35 hour week)

**Hours:** 17.5 hours per week

**Closes:** Friday 17<sup>th</sup> November 2017, 5pm

## Job Purpose:

To provide efficient, accurate and helpful administrative and organisational support to the entire St Magnus International Festival team.

## Main Duties

### General Administration and Logistics

- Providing accurate, timely and helpful core administration duties including document production, filing, data entry and database maintenance, mailings, maintaining mailing lists, correspondence management, call answering, arranging meetings, taking, producing and distributing minutes and distributing papers for meetings.
- Booking and managing performer travel and accommodation.
- Booking venues.
- Liaising with the volunteer Accommodation and Transport Manager to ensure host accommodation and meet and greet arrangements are planned and run smoothly.
- Arranging local transport for performers and buses for excursions.
- Corresponding with existing and potential Festival Supporters.
- Distributing flyers, brochures and newsletters.
- Compiling Festival feedback and reviews.
- Arranging social events and receptions.
- Working under the guidance of the Festival Team to contribute to the development, maintenance and updating of the Festival website and social media accounts.
- Running office systems in line with agreed policies and processes.
- Monitoring and ordering office supplies and stationery.
- Supporting performance monitoring and evaluation through data collection, data analysis and report production.
- Supporting the Festival Manager in the successful delivery of a range of policy requirements from funding partners including Carbon Neutral Scotland.

## **Finance**

- Supporting the Festival Team generally, and the Bookkeeper in particular, in the budgeting and financial management processes by, for example:
  - Maintaining records on spreadsheets and reporting on expenditure on budgets for travel and accommodation.
  - Collecting and monitoring Company Membership payments.
  - Collecting Supporter payments and donations.
  - Maintaining petty cash records.

## **Box Office**

- In collaboration with the Box Office Manager overseeing the set up of the programme, ticket details and financial coding on Patronbase.

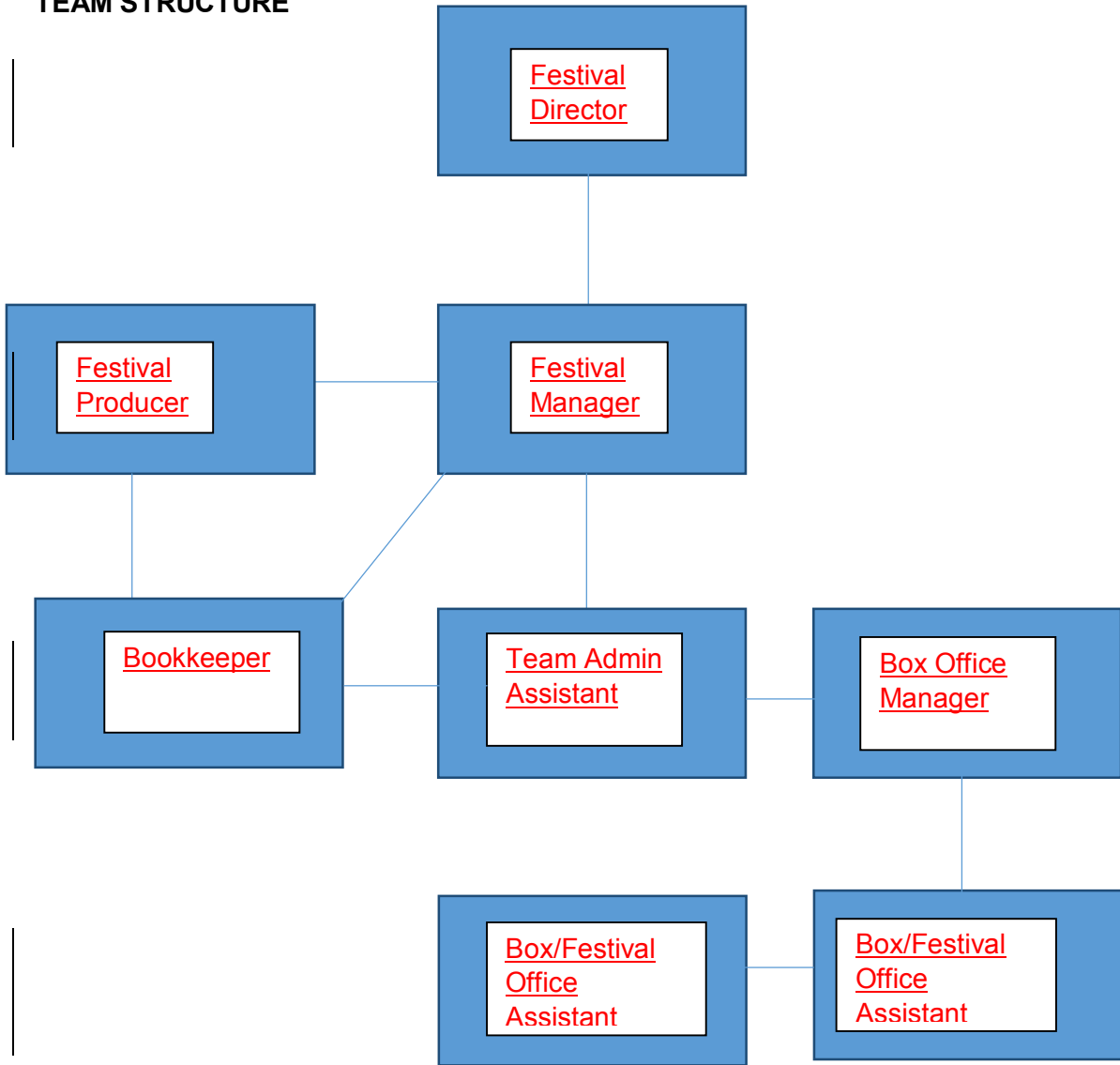
## **Festival Courses (biennial activity)**

- Assisting with the preparation of copy for brochures.
- Arranging advertising for courses.
- Booking tutor and participant travel and accommodation.
- Maintaining and updating information about Festival Courses on the website.
- Sending out brochures to prospective candidates.
- Processing applications and notifying applicants of the results.
- Compiling profiles.
- Producing programmes for the Composers' and Singers' concerts.
- Collating Feedback from participants.
- Venue booking and collaborating in timetabling.

## **Other**

- Making an active contribution to team-wide goals and activities that form part of the successful development of the St Magnus Festival as an organisation
- To work as required throughout the Festival period
- Front of house duties during the Festival and throughout the year as required
- Any other reasonable duties commensurate with this role's skills and responsibilities, as requested and directed by the Festival Director and / or Board.

**TEAM STRUCTURE**



## Person Specification

| Criteria   | Essential | Desirable |
|--|-----------|-----------|
| <b>Experience</b>  |           |           |
| 2 years' experience of providing accurate and efficient administration duties to a busy office team including document production, filing, data entry and database maintenance, mailings, maintaining mailing lists, correspondence management, call answering, arranging meetings, taking, producing and distributing minutes and distributing papers for meetings. | ✓         |           |
| Previous administration in an arts organisation.   |           | ✓         |
| <b>Knowledge &amp; Abilities</b>   |           |           |
| Excellent IT skills including advance knowledge of MS Word, Excel and Access   | ✓         |           |
| Skilled user of SAGE.  |           | ✓         |
| Excellent organisational and administrative skills, including attention to detail.   | ✓         |           |
| Proven ability to keep to deadlines and prioritise a large and diverse workload.   | ✓         |           |
| Excellent communication skills, both written and verbal.   | ✓         |           |
| Basic project management skills – able to take a tasks such as organising a reception event, break it down into the required steps and make them happen.   | ✓         |           |
| <b>Aptitude</b>  |           |           |
| Accurate – able to produce accurate work first time.   | ✓         |           |
| Organised and methodical – able to develop own systems and ways of working to ensure critical tasks such as transport and accommodation booking are completed  | ✓         |           |
| Helpful – motivated by being of service to the team and wider stakeholders.  | ✓         |           |
| Team player – motivated by being part of a busy, demanding team.   | ✓         |           |
| Flexible – able to quickly move from task to task depending on the demands of the team. Able to scale up hours during the busy times in the Festival calendar  | ✓         |           |
| Resilience – ability to remain calm and produce high quality work under pressure.  | ✓         |           |
| Self-starter – able to identify what needs to be done and work with limited guidance and supervision to achieve it.  | ✓         |           |
| An interest in the arts.   | ✓         |           |
| Proactive with a 'can do attitude'.  | ✓         |           |
| Problem solver with a natural solution focus.  | ✓         |           |