

St Magnus Festival Administration Assistant Job Description

Job Title: St Magnus Festival Administration Assistant

Reports To: Festival Manager

Contractual Arrangements: Permanent (Seasonal) *or* freelance contract both based in Orkney

Salary: £24,500 - £28,000 pro rata dependent on experience *or* freelance contract to be negotiated.

Hours: 20 hours a week until June when we require full-time hours.

Closes: 31st Jan 2023 5pm

Job Purpose: To manage the St Magnus International Festival's Box Office and Front of House.

Main Duties

General Administration and Logistics

FRONT OF HOUSE

- Creating venue plans
- Risk Assessments
- Financial preparation and record keeping (Floats, reconciliations, paperwork and record keeping)
- Electronic record keeping of volunteer data/schedules etc.
- GDPR forms for all volunteer communication.
- Steward briefing
- Steward allocations and schedules for events
- Health and Safety briefings and procedures
- Organising & running volunteer recruitment event(s) where required
- Liaising with volunteer community

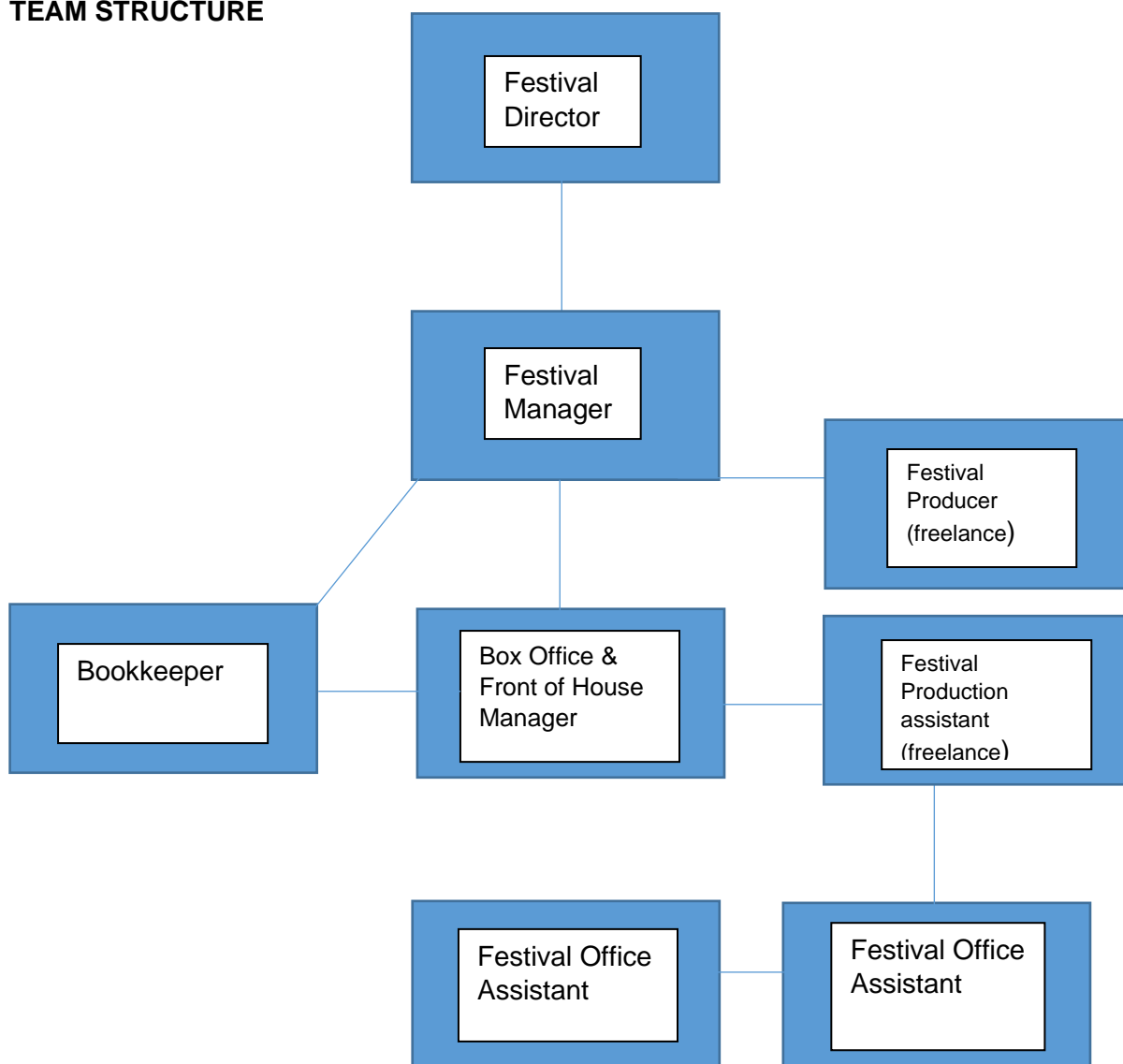
BOX OFFICE

- First point of contact with TicketSource our ticketing system
- Setup of the programme, ticket details and financial coding on our box office system.
- Training additional extra staff how to use
- Organising work roster and schedule for box office on site at events.
- Dealing with ticket payments both in advance and during the Festival
- Liaison with venues where required
- Corresponding with existing and potential Festival Supporters
- Collecting Supporter payments and donations.
- Taking email and telephone enquiries

ADMIN SUPPORT

- To work as required throughout the Festival period
- Distributing flyers, brochures and newsletters
- Working under the guidance of the Festival Team to contribute to the development, maintenance and updating of the Festival website and social media accounts where appropriate
- Monitoring and ordering office supplies and stationery
- 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.
- Any other reasonable duties commensurate with this role's skills and responsibilities, as requested and directed by the Festival team

TEAM STRUCTURE



Person Specification

Criteria	Essential	Desirable
Experience		
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.		✓
Knowledge & Abilities		
Excellent IT skills including advance knowledge of MS Word, Excel and Access	✓	
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.	✓	
Aptitude		
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.	✓	

APPLICATION: By covering letter and CV to charlotte.rendall@stmagnusfestival by 31st Jan 2023 5pm

Equal Opportunities Monitoring Form

The Equality Act 2010 protects people from discrimination and promotes equality on the basis of a number of 'protected characteristics'. We ask for information on your 'protected characteristics' in order to help us monitor our performance on equality.

In line with Government policy, and in accordance with the provisions of the Data Protection Act 1998, the information you provide will be held confidentially and can only be used if you give us your consent.

Guaranteed Interview Scheme Declaration

I consider myself to have a disability as defined under the Equality Act 2010, and I would like to apply under the Guaranteed Interview Scheme.	
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(please tick if you wish to be considered for the GIS)

I do require special arrangements should I be called to attend an interview. (Please state any such adjustments below if applicable).

If you do not require special arrangements, please leave blank.

GENDER:

Male

Female

Prefer not to say

AGE:

66+

56-65

46-55

36-45

26-35

25 & under

Prefer not to say

DISABILITY:

The Disability Discrimination Act as incorporated in Equality Act 2010 defines a person as disabled if they have a physical or mental impairment which has substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

When you answer the question, you should not take into account the effect of any medication or treatments used or adjustments made (for example at work or at home) which reduce the effects of impairments. Instead, you should think about the effect the impairment would have if these were not being used or made.

Taking this into account, do you consider yourself to be a disabled person?

Yes:

No:

Prefer not to say

ETHNIC ORIGIN:

Which group do you identify with? Please tick one box. The options are listed alphabetically.

ASIAN OR ASIAN BRITISH

Bangladeshi

Chinese

Indian

Pakistani

Any Other Asian background (specify if you wish)

BLACK OR BLACK BRITISH

African

Caribbean

Any Other Black background (specify if you wish)

MIXED

Asian and White

Black African and White

Black Caribbean and White

Any other Mixed Ethnic Background (specify if you wish)

WHITE

White

ANY OTHER BACKGROUND

Any other ethnic background (specify below if you wish)

Prefer not to say

SEXUAL ORIENTATION - Do you consider yourself to be:

Bisexual

Gay man

Gay woman

Heterosexual

Other (Please state below)

Prefer not to say

RELIGION AND BELIEF - What is your religion?:

None

Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

Other (Please state below)

Prefer not to say

SECTORAL BACKGROUND - Is your working background?:

Mixed

Mostly Civil Service

Mostly private

Mostly Third Sector

Mostly wider public sector