

## Job Description

Job Title:	Administrator		
Reporting to:	Strange Town's Creative Directors		
Terms of employment:	Full-time, fixed term 3 years		
Salary:	£17,500		
Hours of work:	10am-6pm Monday to Friday, with flexibility to allow for specific events. The company will provide you with time off in lieu of any overtime in excess of 35 hours per week.		
Location:	The post will be based in Strange Town's office at Out of the Blue, 36 Dalmeny St, Edinburgh EH6 8RG.		
Holiday:	28 days per year (this includes public holidays)		
Probationary period:	3 months	Notice period:	1 month
References:	Appointment to the post will be conditional upon receipt of satisfactory references		

## Purpose of the job

To ensure the efficient running of the busy Strange Town office and assist with a range of tasks to support all Strange Town's activities. The administrator will support the Creative Directors with day to day duties enabling the smooth operation of the company.

## Key tasks and responsibilities

- Admin related to the Youth Theatre and After School Drama projects including: booking forms, parent liaison, correspondence, registers, liaison with sessional staff and volunteers, liaison with venues/ head teachers, processing payments
- Maintenance of Strange Town's database of young participants, sessional staff and volunteers
- Maintenance of finance ledgers in collaboration with Creative Directors and Treasurer, presenting financial statements as required
- Preparation and issuing of invoices and contracts
- Admin support to the Young Actors' Agency, liaison with casting directors/production companies
- Processing data for submission to SCVO payroll services
- Answering telephone
- Developing and maintaining office systems to support the team
- Generally managing the office
- Assisting in implementing Strange Town's marketing plan
- Attending and minuting board meetings
- Processing PVG checks in tandem with Creative Directors