

Administrator (Maternity Cover)

Thank you for your interest in this position. In this pack you will find:-

- How to apply
- Company information
- Job description
- Person Specification
- Equal Opportunities Policy (Attached)
- Equal Opportunities Monitoring Form (Attached)

How to apply

Please email your CV and cover letter outlining why you are suitable for this position to Jessica Chalmers, Administrator, admin@strangetown.org.uk

Please also include the names and email addresses of two referees and a completed Equal Opportunities Monitoring Form (optional).

Application deadline: 5pm Monday 19th July 2021

Interviews: w/c 2nd August 2021

Anticipated start date: w/c 23rd August 2021

Company Information

Strange Town is a performing arts company for 5-25 year olds that aims to foster creativity, nurture talent and increase access to opportunities in the arts to young people across Edinburgh.

Launched in 2008 by Steve Small and Ruth Hollyman, Strange Town strives to create work of the highest quality; to provide access to children and young adults of all backgrounds; and to provide training and mentoring, whether as part of a pathway into the arts as a career or simply to improve life skills.

The company offers weekly youth theatre classes and holiday courses for 8-18s at its base in Leith (multi arts space Out of the Blue) and drama projects to schools throughout Edinburgh. It also runs a young company for 18-25 year olds and a young actors' agency that puts its members (aged 5-25) forward for professional film, TV and theatre work. The company stages regular performances of new writing by young, emerging writers in Edinburgh's leading arts venues. Pre-pandemic Strange Town worked with 300 young people every week in term time. The company also offers paid and voluntary work to young writers, directors, performers, drama tutors, stage managers and administrators.

Job Description

Job Title: Administrator

Reporting to: Strange Town's Creative Directors

Terms of employment: Full-time, fixed term 10 months

Salary: £26,500 p.a., pro rata 10 months

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 or working from home- covid guidance dependant.

Holiday: 28 days per year (this includes public holidays)- pro rata 10 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 administrative integrity of Strange Town, implementing effective policies and systems to support all Strange Town's activities. The Administrator will work with the Creative Directors regarding day to day duties to enable the smooth and effective operation of the company.

Key tasks and responsibilities

- Admin related to the Youth Theatre and Holiday projects including: bookings, parent liaison, correspondence, registers, liaison with sessional staff, liaison with venues, 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 and managing relevant payments
- Admin support to the Young Actors' Agency, liaison with casting directors/production companies
- Admin support to the Young Company and TYA projects
- Maintain and update Strange Town policies
- Maintain Strange Town's Website
- Processing data for submission to SCVO payroll services
- Assist with funding applications
- Administer the Access Fund
- Developing and maintaining office systems to support the team
- Generally managing the office, answering telephone/ordering supplies etc
- Assisting in implementing Strange Town's marketing plan
- Maintain Strange Town's Website
- Attending and minuting board meetings. Issue agenda and papers for Board meetings in liaison with the Chair
- Processing PVG checks in tandem with Creative Directors
- Attend relevant training for professional development and to ensure up to date policies and administration

Person Specification

Experience

Candidates will ideally have previous administration experience, preferably in the creative industries, with an interest in young people and the arts. It is expected you will be a current member of the PVG scheme, or be eligible to join.

Essential Skills

- Proficient in Microsoft Office and familiar with Mac computers
- Experience of bookkeeping and basic financial administration
- Ability to prioritise and be highly organised
- Ability to direct, plan and balance own workload
- Ability to work methodically and accurately
- Ability to manage multiple tasks and work under pressure
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Strong attention to detail
- Ability to take initiative
- Motivated, reliable and responsible

Desirable Skills

- Enthusiasm for working with young people
- Interest in and/or experience of working in the arts
- Proven ability to work as part of a small team
- Personable with a can-do attitude
- Organised and calm manner
- Up to date understanding of child protection procedures and systems
- Comfortable with new software systems