

Dear Applicant,

Finance Administrator (32 hours per week over 4 or 5 days)

Please find enclosed an information pack for the role of **Finance Administrator** for Tobacco Factory Theatres.

Further information about Tobacco Factory Theatres can be found on our website <http://www.tobaccofactorytheatres.com/>

This application pack includes:

- Information about Tobacco Factory Theatres
- Job Description and Person Specification
- Terms & Conditions
- Application Process

Please also remember to complete the Equalities Monitoring Form and return with your application.

We hope that this pack will help with any questions you might have about the job and the application process. However, if you have any further queries please contact Rusti Fells on theatre@tobaccofactorytheatres.com

Applications by: **4pm Monday 26 June.** We regret that applications received after that time cannot be considered.

Interviews: **Wed 05 July 2017**

Expected Start Date: **August 2017**

Application method: CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to recruitment@tobaccofactorytheatres.com. In the subject bar please write 'Finance Administrator'.

We look forward to receiving your application and thank you for your interest in Tobacco Factory Theatres.

"The future of theatre lies in places like this."
Jonathan Miller

TOBACCO FACTORY THEATRES

We are looking for an exceptional individual to join Tobacco Factory Theatres as **Finance Administrator**.

The Finance Administrator is a skilled post which supports the work of an expanding and busy finance team at the theatre. You will be the main finance presence in the building on a daily basis, the first point of contact for internal and external queries, and you will manage the day to day finances of the organisation.

MISSION STATEMENT

Tobacco Factory Theatres produces and presents excellent art in unique, intimate spaces. It is a cultural flagship for the local community, an innovative social and cultural hub and an inspirational model of urban renewal.

CORE BELIEFS

1. We started as an experiment and we encourage experimentation.
2. We are ambitious and we encourage cultural ambition: we tell epic stories in a small space.
3. We seek as wide an audience for our work as possible.
4. Our diverse programme is our cornerstone but we are a place of creation, development and learning, as well as performance.
5. We never forget that our audience is our reason for existence.

HISTORY

The Tobacco Factory was built between the late 19th and early 20th Century. It was the headquarters, and chief manufacturing base of Wills, and later Imperial Tobacco. It was an enormous complex of buildings, around 1million sq ft, dominating the South Bristol landscape. In the mid 70's Imperial began to close the factory down, completing the process by 1985 and leaving a once thriving building boarded up and once busy streets empty. The building was stripped and pretty soon became derelict. With the employment and pastoral hub torn out of the area it went into a tailspin – all signifiers of decline (unemployment, which peaked at 80%, educational attainment, retail occupation and so forth) were apparent and by the mid-90's BS3, the local postcode, was one of the top ten poorest postcodes in the country. The building was extensively vandalised and the council was forced to knock a large part of it down. George Ferguson, then head of RIBA (the Royal Institute of British Architects) and the first elected Mayor of Bristol from 2012 - 2016 bought the remainder of the building in the late 90's, determined that it could be the driver of cultural regeneration in the area. To run the heart of the building, starting in this beaten up part of it, a small charitable trust was formed that stripped out the rubble, put in basic facilities and started to present theatre year round. It was fair to say that the prevailing wisdom was that this venture, to present ambitious, challenging and intelligent work in this beaten up building in a terribly depressed and deprived area, didn't stand a chance but the prevailing wisdom was wrong.

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Patron HM Lord-Lieutenant of Bristol, Mrs Mary Prior MBE JP

Trustees Sarah Smith (Chair), Andrew Allan-Jones, David Fairclough, Bertel Martin
Kate McGrath, Mark Panay, John Retallack, Chris Sims, Anna Southall, Martin Wright
Company no. 04536120 / Charity no. 1097542



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ENGLAND**

OUR WORK

Tobacco Factory Theatres has forged an inspirational path to becoming one of the country's most respected venues. The diversity of the programme, which includes Shakespeare and classical theatre, new writing and devised plays, shows for families, puppetry, opera, dance and comedy, combined with the astonishing average attendance capacity of 86%, make it one of the well-attended, most loved and popular theatres in the country.

Tobacco Factory Theatres produces and presents live performance in its Factory Theatre (220-350 seats) and off-site in Bristol and around the country. The Factory Theatre is one of a handful of spaces in the south of England that is able to present work in the round; it is a uniquely flexible space with up to 10 different seating layouts.

The number of people experiencing great art in 2015-16 as a result of Tobacco Factory Theatres was 112, 717.

- 77,170 people watched a show at the Factory Theatre
- Revenue from ticket sales was £1,000,708
- As part of our BEYOND season, shows programmed into unusual spaces such as the Greenbank pub in BS5 (one of our target postcodes for new audience engagement) saw an increase in attendance from 2.5% to 13.9%
- Audiences across the year were at 76% of capacity
- 4,526 watched our co-production of *Outpost* as it toured the UK and internationally
- 6,717 watched our award-winning production of *Cinderella: A Fairytale* at MAC Birmingham
- We produced 7 new productions and employed 91 artists in the making of these shows
- Over 35,000 people participated in one of our community classes
- 30 artists were employed to deliver work for and with children and young people
- 1,769 children and young people took part in our programme of regular workshops and theatre groups designed specifically for them

Tobacco Factory Theatres has a growing national reputation for producing new work of excellence, particularly for families and children, and its own in-house productions regularly receive 4 and 5* national reviews.

We are proud of our growing track record of award-winning productions which demonstrates our skill and success as a producer of new work:

- An Olivier nomination for *Cinderella: A Fairytale* following its transfer to the St James Theatre, London 2013
- Best Production for Young People at the Off-West End Awards for *Cinderella: A Fairytale* after its second London transfer to the Unicorn Theatre
- Best Dance Production at the Southbank Sky Arts Award for our co-production of *Dracula* with Mark Bruce Company

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- 2014 Dancing Times award-winner in the category of Outstanding Male Performance (Jonathan Goddard in the title role) for our co-production of *Dracula* with Mark Bruce Company
- 2015 Winner of the Helpmann Award (Australia) for our co-production of *The Paper Architect*
- In 2015 and 2016, 4* and 5* reviews from The Guardian and The Times for our Christmas production of *101 Dalmatians*, an international tour of co-production *Outpost*, further national success for our seasonal a Play a Pie and a Pint series with Glasgow's Òran Mór and new productions and co-productions including *Romeo and Juliet*, *The School for Scandal*, *Living Quarters*, *140 Million Miles*, *Falstaff* and *The Light Princess*.

We are also proud to have won Netmums Most Loved Theatre Award in October 2013, demonstrating our success in programming work for children and their families and welcoming them into our buildings.

PLANS FOR THE FUTURE

Tobacco Factory Theatres has achieved so much already, and over the past few years has gained an incredible momentum. Our vision for the future marks a key moment in the theatre's evolution and a step change in the level of our ambitions. A truly great theatre is all about the consistent production of great theatre and to achieve this we need to invest ambitiously in more of our own productions - we plan for this to be up to 10 annually by 2018, of a range of shapes and sizes.

Our vision is to bring world class directors, actors, and musicians to Tobacco Factory Theatres - the best of the best - as well as to invest in developing the best new talent - the brightest new directors, playwrights and actors - drawn from across the Country, supporting and mentoring their growth into the next great generation.

We are also excited to have established our Children and Young People Programme in the last 18 months, which creates fresh opportunities for children and young people including our new youth theatre Young Theatre Makers, regular holiday courses and summer schools and a variety of opportunities for schools and professionals. By working with young people directly, through schools and partner organisations, we are opening up the world of theatre to young people of all backgrounds, remaining true to our roots and firmly a part of the local community in Bristol.

We continue to hold our environmental and ethical policies and our green credentials close to our heart. We installed PV panels on the roof of the building in 2011, then the second largest solar installation on an arts building in the country, enabling us to generate one third of our electricity usage and saving 61.5 tonnes of CO2 emissions from 2011-2015. We have a strong partnership with Good Energy which means that we only use electricity from 100% sustainable sources, including wind and solar. We are also working with Good Energy and Julie's Bicycle to be an example for environmental good practice and to encourage our audiences and industry peers to do the same.

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In 2016/17 we are embarking on a new building project to bring our second theatre space (previously the Brewery Theatre, which recently closed for public performances) into the main Tobacco Factory building, alongside our Factory Theatre. Having a second performance space is a crucial part of who we are, the work that we do and the impact we can have on our artistic and public communities. It allows us to present outstanding young talent from emerging artists and companies, as well as cutting edge new writing, wonderfully engaging family shows and less performed work. We are looking forward to bringing our two performance spaces together under one roof, making Tobacco Factory Theatres a wonderful place for actors and companies to work alongside one another and for audiences to enjoy the experience of a bustling, welcoming venue which is bursting with creativity and personality.

GOVERNANCE

The theatre is managed by the Tobacco Factory Arts Trust, a registered charity, limited by guarantee. The trust is a member of Arts Council England's National Portfolio of Organisations and a Key Arts Partner of Bristol City Council.

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JOB DESCRIPTION

Finance Administrator

SCOPE

The Finance Administrator is a post which supports the work of an expanding and busy finance team at the theatre. You will be the main finance presence in the building on a daily basis, the first point of contact for internal and external queries, and you will manage the day to day finances of the organisation.

You will work closely with the Finance Manager who is responsible for the financial management of the organisation, monitoring and reporting to the senior management team.

RESPONSIBILITIES

- Raise sales invoices and monitor payments to include Credit Control
- Process purchase invoices
- Make payments
- Run SAGE payroll
- Analysis of department banking and posting onto SAGE
- Bank reconciliation
- Show Returns
- Petty Cash
- General admin tasks as required and directed by the Finance Manager

OTHER

- To attend Staff Meetings
- To attend productions & keep abreast of all activities in the Theatre
- Abide by the Tobacco Factory's Equality Policy
- Any other duties as are mutually agreed

Person Specification - Experience/skills/knowledge

Essential

Experience of financial processing and / or book keeping

Good working knowledge of SAGE Accounts and Payroll

IT literate with good working knowledge of Microsoft Office including Excel

Excellent communication skills in person, by email and over the phone

Proactive and conscientious

Enthusiastic and keen to learn

Positive attitude

Organised

Thorough / excellent attention to detail

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Good with people

The ability and enthusiasm to work either independently on projects or as part of a close team

Flexible working hours

Desirable

Accountancy qualification(s) AAT or similar level

Interest in the arts and/or cultural sector, particularly theatre

Previous experience in an arts or creative organisation, or in the not-for-profit sector

TERMS & CONDITIONS

Finance Administrator

Hours per week: 32 hours (across 4 or 5 days)

Salary: up to £21,000 per annum (pro rata), dependent on experience
TFAT subscribes to an auto enrolment pension scheme

Length of Contract: Permanent

Holiday: 30 days inc bank holidays (pro rata)

Employer: Tobacco Factory Arts Trust

Location of post: Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF

Responsible to: Finance Manager

Notice period: Two months

Applications by: **4pm, Mon 26 June 2017.** We regret that applications received after that time cannot be considered.

Interviews: **Wed 05 July 2017**

Expected Start Date: August 2017

Application method: CV and covering letter (maximum 2 sides of A4 each) detailing suitability for the position to
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