

Dear Applicant

Please find enclosed an information pack for the role of **Administrator (maternity cover)** for Tobacco Factory Theatres. This position is a 3 day per week job share working Monday, Tuesday and Wednesday.

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 the theatre Administrator via theatre@tobaccofactorytheatres.com

Applications by: **10am Mon 04 March 2019.** We regret that applications received after that time cannot be considered.

Interviews: **Fri 08 March 2019**

Expected Start Date: **Mon 22 April 2019**

Application method: Please complete the attached application and equal opportunities forms and email them to recruitment@tobaccofactorytheatres.com In the subject bar please write 'Administrator (maternity cover)'.

If you would like to apply by post, please send completed application and equal opportunities forms to:
Recruitment, Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF.
Please note postal applications must be received before the application deadline to be considered.

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

—
Patron Mrs Mary Prior CVO MBE
Trustees Sarah Smith (Chair), Andrew Allan-Jones, Mike Forrest, Bertel Martin, Mark Panay, Matt Penneycard, John Retallack, Anna Southall
Company no. 04536120 / Charity no. 1097542



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ENGLAND**

TOBACCO FACTORY THEATRES

We are looking for an exceptional individual to join Tobacco Factory Theatres as Administrator (maternity cover).

The Administrator supports the busy core staff team at the theatre, working as part of the Operations Team and ensuring that the office and building are running efficiently at all times. You will be the first point of contact for internal and external queries and all visitors using the building on a daily basis. As part of the Operations Team you will support the Deputy Director to deliver the wide-ranging workload of this team as required.

MISSION STATEMENT

We tell astonishing stories in extraordinary ways, in our two contrasting theatres at our iconic South Bristol building. Reflecting the voices of everyone in this city, we offer an exceptional programme of live theatre of a wide range of styles for audiences of all ages and backgrounds to enjoy and take part in.

OVERARCHING PHILOSOPHIES FOR THE PERIOD 2018 – 2022

1. We will tell Everyone's Stories on our stages; a programme of excellent theatre that represents and engages our diverse community, nurtures and supports local artists, and develops Bristol's reputation as a cultural destination.
2. We will broaden our audience reach, to actively engage people living within a stone's throw in South Bristol, who are amongst the country's most disadvantaged, and who do not currently think that theatre is for them.
3. We will invest in the artists and audiences of the future through high quality projects and programmes for children and young people with a focus on South Bristol.
4. We will operate with our trademark spirit of warmth, welcome, accessibility and flexibility, taking care of everyone we work with and for.
5. We will balance risk taking, innovation and ambition with financial resilience and sustainability in order to underpin growth in income and activity. We are an organisation that adapts and responds quickly to change and opportunity.

Further information about Tobacco Factory Theatres can be found on our website

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JOB DESCRIPTION

Administrator (maternity cover)

Reports to: Deputy Director

SCOPE

The Administrator works as part of the Operations Team to ensure that the office and building are running efficiently at all times. You will be the first point of contact for internal and external queries and all visitors using the building on a daily basis. As part of the Operations Team you will support the Deputy Director to deliver the wide-ranging workload of this team as required across theatre maintenance, bar, hires and box office. You will take the lead on a number of general administration duties to support the office spaces and the delivery of our business.

The position will be based in our admin office working between the hours of 9.30am -5.30pm Monday – Wednesday to ensure there is a regular presence at our front desk. There will be occasional work outside these hours, as necessary.

RESPONSIBILITIES

Company Administration

- Being the first point of contact for phone, email or in person enquiries to the Theatre on a daily basis
- Overseeing the safe and efficient working of all office equipment and managing the ordering process for new equipment
- Supporting the full staff team with office IT systems and being the daily main point of contact with our IT support supplier to resolve issues quickly
- Maintaining office stationery supplies
- Managing the theatre cleaning contract
- Managing the weekly team meeting, taking and recording minutes of the meeting
- Researching and organising Away Days as necessary
- Overseeing the monitoring process for TFT Policies and Procedures, bringing review dates to the attention of the Deputy Director
- Taking and recording minutes at board meetings and liaising with the Executive Director and Chair of the Board on the efficient running of meetings, including room booking and meeting preparation
- Managing the online processes required to keep Trustee information up to date with the Charity Commission
- Managing the process for collecting anonymised data on all employees and volunteers for our annual submissions to funders and manage the online process for the annual submissions
- Managing the company Recruitment processes by posting out vacancies, collating applications and providing support for interviews
- Carrying out staff inductions and basic training on office equipment.

Volunteers

- Responsible for recruiting and managing the Theatres' team of volunteers

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- Liaising with departments to ensure regular use of volunteers

Hires

- Responsible for meeting the hire targets for the Factory Meeting Room and the Factory Theatre Bar
- Managing the hired spaces on a daily basis to ensure spaces are set up and equipment is working and all refreshments are in place
- Liaising with external caterers as needed for bookings
- Bookings administration, including processing confirmations, contracts and invoices
- Responding to all enquiries for space use
- Pro-actively recruiting new clients to drive forward hire income

Operations Department support

- Assist the Operations Department with the day to day running of the spaces. The job will involve assisting on the Theatre Bar, Box Office and FOH, which could involve physical tasks around the Theatre, receiving deliveries, manning the box office phone and processing bookings.

Other

- To be an informed and enthusiastic member of the team
- To attend staff meetings and away days, and other theatre events including season launches and press nights
- To attend productions & keep abreast of all activities in the Theatre
- Abide by Tobacco Factory Theatres Equality Policy and all other policies
- Any other duties as mutually agreed with the Director of Operations

PERSON SPECIFICATION

ESSENTIAL

- At least two years' experience of an administration role within an office environment
- Experience of working to budgets and within financial controls
- Exceptional people skills including verbal and written communication
- A warm, approachable and enthusiastic personality
- Organised with a meticulous attention to detail
- The ability to multitask in a high pressurised environment
- An interest and enthusiasm for theatre and the value of the cultural sector
- Committed to working as part of a team

DESIRABLE

- Experience of working within the cultural sector
- Experience of managing and hiring spaces to a variety of clients
- Experience of managing company IT systems
- Experience of recruiting and managing a team of volunteers
- Experience of minute taking at board level
- Up to date First Aid, H&S and Fire Safety certificates

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TERMS & CONDITIONS

Administrator

Hours per week:	24 hours per week, three days per week working Monday, Tuesday and Wednesday.
Salary:	Up to £19,436 per annum (pro rata), dependent on experience. TFAT subscribes to an auto enrolment pension scheme
Contract:	Fixed term (11 months)
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:	Deputy Director
Trial period:	One month
Notice period:	Two months
Applications by:	10am Mon 04 March. We regret that applications received after this time cannot be considered.
Interviews:	Fri 08 March 2019
Expected Start Date:	Mon 22 April 2019
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