



JOIN THE JOURNEY...



As we countdown to our 21st Birthday later this year, and celebrate our remarkable achievements over that time, we are also looking forward; planning and resourcing ourselves towards an exciting, sustainable and people focused future.

As part of this, we are looking to recruit six dynamic new team members across our Arts, Operations and Sales teams, to join the journey as we explore a thrilling new vision for our theatre.

Tobacco Factory Theatres is proud to be an entrepreneurial company which receives just 7% of public subsidy annually. The rest we create ourselves with our amazing team at our beautiful home in south Bristol. Innovation, hard work and a desire to provide a place of welcome and wonder for our communities is what continues to drive us forward.

Our incredible audiences and participants visit us in their tens of thousands annually, to enjoy over 300 shows with 200 children and adults also attending a course or workshop at the theatre every week.

We champion diversity and inclusion across all of our work and welcome applications from people of all backgrounds. We strongly encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds. If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.

Join the journey...

Job Title: Executive Administrator

Reports To: Executive Team

SCOPE:

The Executive Administrator is a skilled position that is central to the smooth, sustainable and efficient running of our Executive team – made up of Artistic Director/ CEO (Heidi Vaughan) & Executive Director (David Dewhurst).

The role is varied but rooted in strong, efficient and task-based administration. This included minuting internal and external meetings as well as that of our Board, being the central administrator of the organisational and executive calendars, writing and distributing contracts for hires, the visiting programme, staff and in house productions as well as responding to enquiries to hire and be programmed at TFT.

This is a three day per week position (24 hours per week). Occasional evening and weekend work will be required.

KEY RESPONSIBILITIES;

- To provide effective and supportive high end administrative assistance to Executive team.
- Effectively administrate TFT's programme of hires, produced and programmed work – being the central point for organisational calendar and associated systems.
- To administrate financial report and records.
- To provide administrative HR support for the executive team.
- Maintain highest level of efficiency and confidentiality.
- Ensure cyclical executive deadlines are met.

JOB RESPONSIBILITIES;

Personal administration

- Maximise use of Executives time; holding diaries, arranging meetings, internal & external appointments, invitations to see work, travel arrangements, preparation of papers, hosting, planning and thinking ahead in all respects.
- Attend meetings, note, draft minutes and action accordingly including team meetings, board meetings and staff reviews.

Programme Support

- Administrate the programming email addresses for the theatre and relevant spreadsheets, to assist on considering programming proposals from visiting companies. To be the first point of contact for enquiries relating to programming submissions.
- Negotiate terms agreed with AD/ED, prepare draft contracts, and be primary contact for external contacts.
- Distribute all programming information effectively across the organisation. Including holding calendar, schedules, communication to technical, engagement, marketing and operations.
- Work closely with the Sales team to ensure a smooth administrative process for the on-sales of our visiting work.
- Maintain budget control sheets partaking in all necessary reforecast work.
- Work with AD/ED to assist with producing of settlements.

Hires

- Responding to all (internal and external) enquiries for space use, ensuring a welcoming and transparent booking process is in place.
- Managing the administration process for all hires, including processing confirmations, contracts, invoices and the coding and sharing of booking information internally to ensure that all hires are appropriately staffed and supported.

HR

- Support the Artistic Director and Executive Director with HR administration, including the drafting of freelance and internal contracts, and ensuring that staff records, annual leave and appraisals are regularly updated in the HR folder.

Finance

- Supporting the Executive Director with producing and circulating internal financial reports for staff and executive team.
- Supporting the Executive Director with the recording, filing and storing of financial records.
- Monitoring the use of the company card(s) and ensuring appropriate records and paperwork are kept.

Administration

- Supporting with administration tasks as required.
- Booking travel, research and organise away days, training and events.
- Taking and recording minutes at board meetings and liaising with the Artistic Director, Executive Director and Chair of the Board on the efficient running of meetings, including scheduling, meeting preparation and administration.
- Managing trustee data and supporting the process to keep the Charity Commission and Companies House records up to date.

Other

- Be an informed and enthusiastic member of the team
- Attend staff meetings and away days, and other theatre events including season launches and press nights
- Attend productions & keep abreast of all activities in the Theatres
- Abide by the Tobacco Factory Theatres policies and procedures
- Any other duties as mutually agreed with the Executive Team.

PERSON SPECIFICATION

We would like to hear from people who have:

- Experience of administrative tasks.
- Demonstrable experience of working with multiple calendars.
- Experience of personal administration (P.A.).
- Proven track record of working confidentially and sensitively.
- Experience with working budgets and monitoring targets.
- Experience of corresponding with multiple gatekeepers.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Computer literate (Microsoft Office, Excel primarily).
- A willingness to work flexible hours and evenings (with prior notice).

Applicants may also have:

- Experience in developing new and efficient systems.
- An understanding, or interest in learning about, HR procedures.
- Experience of working within the cultural sector.
- Experience of best practice with regard to Equality, Inclusion, Diversity and Belonging.
- Strong organisational skills with meticulous attention to detail.
- An understanding of programming or hiring spaces.
- A passion for working within the arts and developing communication skills.
- An entrepreneurial thinker with a can do approach to problem solving.

TERMS & CONDITIONS

Contract:

18 MONTH – Fixed Term Contract

Hours per week:

3 days / 24 hours per week (0.6 FTE) This position could be worked on three full days or across 5 afternoons a week.

Annual salary:

£26,500 pro rata

Hours:

Mainly daytime office hours. Some evening or weekend work may be required.

Holiday:

30 days pro rata including bank holidays.

Employer:

Tobacco Factory Arts Trust

Location of post:

Tobacco Factory Theatres, Raleigh Road, Bristol, BS3 1TF.

Probation period:

Three months during which notice will be one week

Notice thereafter:

Two months

APPLICATION PROCESS

All applications will be considered.

Whilst we welcome applications from people of all backgrounds, we encourage applications from people whose identities or backgrounds are under-represented in our organisation, including those who face barriers to opportunities, people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, traveller, mixed heritage or other global majority backgrounds.

If this applies to you, please refer to this in your application and we will guarantee an interview if you meet the criteria listed in 'We would like to hear from people who have'.

If you require an Application Pack in an alternative format or have any questions about this role or the application, please email:

recruitment@tobaccofactorytheatres.com

To apply:

Please email recruitment@tobaccofactorytheatres.com with the subject 'Executive Administrator' and include all of the following:

- Completed application form outlining your experience against the personal specification.
- Or a short film/audio file detailing relevant experience and why you want this role
- A completed Equalities Monitoring form

Deadline:

10am Friday 9 June 2023

Applications received after that time cannot be considered.

Interviews:

Friday 16 June 2023

Should we require second interviews these will take place on Wednesday 21 June 2023.

Start date:

ASAP following offer.

TOBACCO FACTORY THEATRES

tobaccofactorytheatres.com

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**ARTS COUNCIL
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