



Administrator (*maternity cover*) Job Description

Responsible to: General Manager (*maternity cover*)

Purpose of Role:

The Administrator will support the General Manager to ensure the smooth running of Travelling Light Theatre Company and to provide a firm foundation to the company's artistic and participation programme. The role will ensure the effective day to day running of the company including premises and data management, administration and financial systems. The Administrator will also support the Travelling Light team with the delivery of the company's programme of work.

Duties:

Office/venue management

- Maintenance and implementation of office procedures
- Ensuring Health and Safety regulations are maintained within the building (fire, first aid etc.)
- Co-ordination of van and room hire
- Management of rehearsal and meeting room diary
- Management of office waste and recycling
- Management of cleaners and ensuring spaces are kept clean and tidy
- Management of ICT systems and liaison with external IT support
- Maintenance of office supplies
- Acting as a point of contact for the landlord for day to day issues
- Ensuring Travelling Light's Environmental Policy is adhered to including gathering data for reporting purposes

Information and data management

- Implementation of appropriate data filing and archiving systems, physical and electronic
- Maintaining archive of photo and video footage
- Ensuring data protection and data security is maintained
- Maintenance of current company mailing lists
- Monitoring and reporting on audience data and feedback for each production
- Leading on engagement with Audience Finder and Show Stats to develop picture of audience engagement
- Gathering Equal Opportunities Monitoring Data from staff, participants and job applicants where appropriate.
- Collation of data for funders where appropriate

External Communication

- Acting as a point of contact for general enquiries, including telephone and e-mail
- Assisting with physical and electronic mail outs
- Leading on the administration and day-to-day management of Friends scheme
- Promotion of van and room hire

Finance administration

- Keeping financial records and day to day book-keeping using Quickbooks
- Processing invoices and payments
- Management and reconciliation of petty cash
- Monitoring donations and process gift aid claims
- Management of company credit/debit card records

Support to Travelling Light team

- Supporting the participation and production teams with project admin where appropriate
- Working with the Marketing & Participation Assistant on marketing campaigns where appropriate
- Ensuring shared team calendars are kept up to date
- Coordination of staff meetings including minute taking
- Administration of recruitment campaigns including DBS checks