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**ADMINISTRATOR**

**RECRUITMENT PACK**

Thank you for your interest in the post of **Administrator.**

In this pack you will find enclosed the following information:

* Details about Oldham Coliseum
* Job Description and Person Specification

Please send the completed application form by email to: recruitment@coliseum.org.uk

Or by post to: Recruitment

 Oldham Coliseum Theatre

 Fairbottom Street

 Oldham, OL1 3SW

The closing date is: **10am, Monday 7 June 2021**

Interviews will be held: **w/c 14 June 2021**

**Please note: We don’t accept CVs. Only applications made on the Coliseum application form will be considered for this role.**

Oldham Coliseum Theatre is an equal opportunities employer, dedicated to providing an inclusive and accessible experience for everyone who engages with the theatre. We are Disability Confident Committed. We encourage applications from people of all backgrounds in order to reflect the diversity of our work and communities. All appointments will be made on merit.

If you would like to discuss any of this information, request a printed version, large print or dyslexia friendly application pack, please don’t hesitate to get in touch by emailing recruitment@coliseum.org.uk.

Best wishes

**Susan Wildman**

**Chief Executive**

# Context

Oldham Coliseum Theatre is the cultural focus of our community, providing a diverse and exciting programme for everyone through the main theatre, studio and the integral learning and engagement programme. The theatre is one of Arts Council England’s National Portfolio Organisations.

**Productions**

Our goal is to produce high-class theatre that is made in Oldham for and with the people of Oldham, ensuring that the Coliseum is a focus for the cultural life of the town and that the organisation is embedded in its community.

We produce a rich mix of dramas, comedies, musicals, adaptations and modern classics, as well as a hugely popular traditional pantomime. We have a commitment to developing new plays and supporting emerging and established playwrights. The Company has developed its contribution to the national touring circuit as well as making theatre from around the country available to the North West.

The programme features a range of visiting work both on the main stage and in the studio, providing our audiences with everything from new work in its early stages to nationally-renowned productions.

In addition to the main auditorium, the Coliseum has a small studio theatre. The studio programme features a variety of new writing, visiting companies, rehearsed readings and small scale youth theatre productions and is rapidly becoming a recognised destination for emerging artists.

## Learning and Engagement

The Coliseum’s programme of Learning and Engagement activity reaches across Oldham and beyond. Young and older people alike are encouraged to embark on artistic journeys, developing and sharing creative skills.

Participatory work at the Coliseum is central to the strategy of the company. All members of staff contribute to its delivery and it is an essential tool to promote involvement in the arts within an area of traditionally low engagement. It contributes

to the position and reputation of the Coliseum and is a valuable tool for promoting audience development.

**Administrator**

**Reporting to:** Chief Executive

**Place of work:** Oldham Coliseum Theatre

**Pension:** You will be auto-enrolled into a workplace pension scheme operated by NOW Pensions at the statutory level (these contributions are postponed during the probationary period but there is an option for you to “opt in” at this stage if you chose to do so). Alternatively on completion of your probationary period you will be entitled to become a member of the contributory group stakeholder pension scheme. Full details regarding both schemes are available from the Finance Manager.

**Notice period:** The post will have a three-month probationary period. After the probationary period the post is subject to one month’s notice on either side.

**Holidays:** 20 days per year rising to 22 after three years’ service and 25 after five years’ service. Public holidays will be in addition to the above

**Benefits:** Pension, discounted healthcare, travel loans, complimentary tickets, staff discounts and more.

**Hours of work:** 39 hours per week, worked flexibly to meet office and individual needs

**Salary:** £20,000 - £22,000 per annum

**JOB DESCRIPTION: ADMINISTRATOR**

## Core purpose

* To support the Executive and the Senior Management Team, enabling them to deliver their objectives.
* To be responsible for developing and managing the administration systems to support the effective and efficient operation of the theatre.
* To monitor all operational policies and procedures, making suggestions for improvement as appropriate, and ensure they are embedded in the theatre's working practices.
* To support consistent and reliable communications internally and externally.

## General Administration

* To provide administrative support for the Chief Executive and Artistic Director
* To provide administrative support for internal, external and Board meetings and committees, including Environmental Committee and Operations meetings, Finance, Personnel and Audience Development & Marketing Committees
* To support the process of submitting annual returns to funders and other bodies, including ensuring that details held at Companies House are up to date
* To support Coliseum events such as Civic Night, Press & Guest nights
* To provide admin support for the Senior Management Team and Development Manager
* To provide admin support to the Learning and Engagement Team, including maintaining participant data and records according to GDPR standards.
* To be responsible for the continuous development of the administration systems of the theatre
* To be responsible for liaison with the company’s IT support provider
* To support the organisation’s use of IT and telephone systems and to be the point of contact for all queries
* To make use of a range of systems and software, including the Box Office system, in fulfilling the duties of the post
* To maintain accurate records relating to staff and their employment
* To ensure that records including staff driving licences, insurance and van agreements are kept up to date
* To maintain accurate records in compliance with GDPR requirements
* To support systems to manage staff development
* To support and co-ordinate the recruitment process for new staff and trustees
* To co-ordinate requests for training, ensuring that request and feedback forms are completed and processed
* To co-ordinate DBS checks for relevant staff members and freelancers
* To be the point of contact for insurance and other queries
* To be responsible for managing an efficient and welcoming telephone reception
* To undertake any administrative tasks as may be reasonably required by the Chief Executive and Artistic Director

**PERSON SPECIFICATION: ADMINISTRATOR**

## Essential:

* Experience of developing and managing effective administration systems
* Exceptional organisational skills
* Experience of working in an environment where reliability & efficiency are crucial;
* Excellent communication skills
* An understanding of the potential of IT in improving the efficiency and quality of administration systems
* Experience of negotiating with contractors and suppliers
* A demonstrable ability to communicate effectively in writing and in person
* Exceptional customer service skills
* A desire to learn new skills and acquire knowledge
* A demonstrable ability to be mature and diplomatic in staff relations
* Experience of managing a budget
* A commitment to equality, diversity and accessibility
* A good working knowledge of MS Office software, especially Word and Excel
* NOTE: this role may require a DBS check

## Desirable:

* Experience of personnel systems and procedures
* Experience of working in an arts organisation, especially a theatre
* Experience of liaising with freelance staff and agents in the theatre industry
* Experience of managing IT systems
* An interest in the arts, ideally theatre, and an enthusiasm for working in a socially engaged and culturally diverse environment