



LANDMARK ARTS CENTRE

JOB DESCRIPTION

Job Title: **Administrator**
Reporting to: Arts Centre Manager
Salary: £18,500

Background

The Landmark Arts Centre operates a vibrant programme of events and classes ranging from concerts by well-known performers to a rich mix of other local arts and education projects, including nationally recognised art fairs. We do this all in a magnificent 19th century Grade II* listed building which our efforts preserve for the benefit of the whole community.

Principal Responsibilities

- § To support the day-to-day running of Landmark Arts Centre, providing assistance with book-keeping and administering the membership programmes;
- § To manage commercial and charity hires
- § To contribute to the continuing development and success of the Landmark Arts Centre.

Main Duties

1. To support the day-to-day running of the Landmark Arts Centre:
 - § Acting as the first point of contact for visitors;
 - § Dealing with telephone, e-mail and written enquiries;
 - § Dealing with enquiries and bookings for the education programme and other events;
 - § Maintaining and updating databases as necessary;
 - § Maintaining office supplies;
 - § Managing the IT support contract;
 - § Undertaking a variety of office administration duties.
2. Managing commercial and charity hires, and filming:

- § Meeting with clients;
- § Preparing and issuing contracts;
- § Booking and supervising contract and agency staff as required;
- § Preparing areas for hire and distributing keys;
- § Organising license extensions if required;
- § Ensuring all supplies are provided according to contract ;
- § Ensuring that the Centre and its surrounding grounds are returned to good order after an event;
- § Understanding and implementing relevant Health & Safety legislation;
- § Sourcing new regular hirers.

3. To administer the Landmark Arts Centre's membership programmes:

- § Managing regular correspondence with existing members;
- § Administering the annual renewals process;
- § Identifying new members.

4. To assist with the book-keeping and management of day-to-day finances:

- § Monitoring and maintaining budget information through Sage software;
- § Raising invoices and cheques and processing incoming payments;
- § Generating financial reports as required;
- § Providing assistance with the preparation of papers for meetings;
- § Providing assistance with the financial Year-End and associated administration.

5. To administer the Landmark Arts Centre's education programme:

- § Coordinating the marketing and advertising of classes
- § Processing and logging payments
- § Liaising with teachers
- § Preparing and issuing contracts
- § Assisting in the development of new classes and activities

Person specification

- § Strong interest in the arts;
- § Outgoing, enthusiastic, 'can-do' attitude;
- § Interest in working with the general public;
- § Able to work as part of a small and dedicated team;
- § Able to manage time effectively and to multi-task.

Required skills and experience

- § Excellent working knowledge of Microsoft Office, particularly Word and Excel;
- § Financially numerate;
- § Excellent oral and written communication;
- § At least one year of administrative experience.

The role holder will be required to pass an enhanced Criminal Records Bureau (CRB) check before commencing employment with the Landmark Arts Centre. The Landmark

Arts Centre reserves the right to vary the duties and responsibilities of staff. Within the scope of the post, the above duties and responsibilities may be altered to suit the future needs of the organisation.