

Company Administrator

January 2021

Thank you for your interest in Shobana Jeyasingh Dance and the role of Company Administrator.

In this pack you will find details of:

- Information about Shobana Jeyasingh Dance
- The application process
- Job description and person specification

Please apply as soon as you are ready – applications will be assessed on a rolling basis.

You can find further information about our work at www.shobanajeyasingh.co.uk

COMPANY ADMINISTRATOR - PURPOSE OF THE ROLE

The Company Administrator will work closely with the Executive Director, Company Manager, Learning and Participation Managers, Finance Manager, Development Associate and Head of Marketing. S/he will act as the first point of contact for the public, support the effective day-to-day operation of the Company and its office, and assist other members of the team as required with specific duties in marketing (including social media), development, artistic production and learning.

SHOBANA JEYASINGH DANCE

Shobana Jeyasingh Dance (SJD) is an award-winning independent contemporary dance company led by a world-class artist. Shobana creates works of extraordinary creativity and intellectual challenge. What sets the company's work apart is a refusal to be confined by conventional notions of theatrical form and space. With collaborations across dance, film, music, visual art, and science the work is powerful, precise, dynamic and sophisticated; the contemporary urban themes are resonant and accessible.

APPLICATION PROCESS

To apply, please send a CV, cover letter (no more than one side of A4) and completed equal opportunities monitoring form to:

Lise Smith, Company Manager
admin@shobanajeyasingh.co.uk

JOB DESCRIPTION – COMPANY ADMINISTRATOR

Key responsibilities

General Administration

- First point of contact at the Company office including phone, email, website
- Maintain a clean, tidy and safe office environment
- Distribute post, logging and booking couriers, updating staff diaries, maintaining equipment and stationary orders
- Manage staff meetings (administration and planning) including scheduling, preparing agenda and taking minutes when appropriate
- Assist the Management Team with correspondence, filing, copying, diary management and any other admin support required
- Be responsible for updating the annual company schedule with all activity, across all departments, bringing SJD activity together in one place.
- Look after office equipment, services and maintenance contracts
- Maintain and update the Company's contact database
- Assist the Executive Director with ACE reporting, specifically the Annual Report
- Board secretary: organisation of Board meetings, office liaison for Board members; preparation and circulation of Board papers; writing and dissemination of Board meeting minutes
- Maintain company archive and production records, ensuring all are up to date and accessible, both physically and digitally.
- Ensure the company storage in Purfleet is maintained to a high standard and maintain accurate records of all set, costumes and equipment stored.

Artistic and Production

- With the Producer co-ordinate logistical elements of the tour and provide support and assistance to the production/technical team in all touring matters in preparation of and when on tour. This includes the compilation of a comprehensive tour booklet for internal use
- To manage arrangements for both UK and international performers, production staff and the creative team including travel and accommodation bookings, ensuring the most suitable and cost effective itineraries are booked
- Assisting the Producer as necessary with tour financial planning
- Assisting the Producer with costume and prop maintenance and storage
- Assist the Producer with dancer auditions, when needed

Development

- Administrative support including maintaining databases, record keeping, logging applications, tracking donations and ensuring Gift Aid and related claims are logged and submitted
- Support the Development Associate with fundraising activities, specifically event management. This will include managing invitations and RSVPs, liaising with venue and caterers, supplying IT equipment, and ensuring the smooth running of SJD cultivation events
- Support and contribute to the reports for Trusts and Foundations

Marketing and Press

- Liaise with the Executive Director and the Marketing Associate to ensure inventive, effective and timely promotion of productions to help build brand and audience growth. This may include liaison with other communications personnel.
- Maintain and update the company website regularly
- Liaise with the external designers (approximately every six months) on any major design and web functionality requirements
- On-going social media support to the Marketing Associate specifically communicating with the wider dance industry and in the Marketing Associates absence
- Ensure the database is used effectively throughout the organisation to ensure SJD has sound information for reporting purposes and appropriate data to inform marketing strategies
- Lead on the collection and logging of audience data from events and performances, in line with ACE requirements
- Oversee ACE Quality Metrics – collection of data and managing monitoring by SJD artistic staff
- Maintain and develop audience and patron databases on Salesforce in line with GDPR legislation

Learning

- Support the Learning Manager with administration as appropriate
- Undertake other duties required in support of learning activities as appropriate

Financial

- Manage the administration budget with the guidance of the Executive Director
- Be responsible for petty cash and its monthly reconciliation

Representation

- Presenting SJD as a professional and welcoming organisation to visitors and enquirers.
- Attend meetings, receptions, workshops, performances and other events, as required.

Some evening and weekend work will be necessary particularly during rehearsals and performance times.

PERSON SPECIFICATION – COMPANY ADMINISTRATOR

Essential

- Very good knowledge of, and high competency in, databases and IT systems, including Microsoft Office software and Mac computing environments
- Good knowledge of social media platforms
- High standard of verbal and written communication
- An interest in contemporary dance and/or contemporary performing arts
- Ability to manage several tasks at once calmly in a fast moving environment
- Numeracy and budgeting skills
- A positive 'can do' and 'hands on' attitude
- Very good attention to detail
- Ability to strike a balance between working under own initiative and effective team-working
- Friendliness, tact and diplomacy in dealing with a wide range of collaborators, partners and SJD colleagues

Desirable

- Experience of working in a performing arts or an arts organisation
- Experience of website content management systems (Wordpress)
- Experience of maintaining a CRM system (Salesforce preferred)
- Experience of working with a Board of Trustees

TERMS

- **Salary:** £22,000 - £24,000 p.a. dependent upon experience
- **Employed:** Fixed-term contract in the first instance, 3 days per week (remote) until end March 2021
- **Reporting to:** Executive Director
- **Line Manager:** Executive Director
- **Holiday entitlement:** 20 days per annum pro-rated for contract term, plus bank holidays
- **Office hours:** 10am – 6pm. Evening and weekend work might be required during touring periods or to support learning projects. Time off in lieu to be agreed with Line Manager.
- **Location:** From home in the first instance. Location may return to Shobana Jeyasingh Dance Office, London, depending on travel restrictions; with some travel required for projects during touring or external projects.