



Administrator

Recruitment Pack
January 2019

Vamos Theatre
Worcester Arts Workshop
21 Sansome Street
Worcester
WR1 1UH

info@vamos theatre.co.uk
www.vamos theatre.co.uk

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RE: ADMINISTRATOR – Part time, 21 hours per week

Dear Applicant,

Many thanks for your interest in the role of Administrator with Vamos Theatre.

In this application pack you'll find more information about the company, the role and the person specification.

Vamos Theatre is a new addition to Arts Council England's National Portfolio Organisation (from April 2018). We are seeking a company Administrator to work with the Company to support the company's activities during this exciting phase of its development.

Arts Council England recognises Vamos Theatre as creating 'outstanding' performances as the leading full mask theatre company in the UK. With an established national profile, Vamos Theatre is increasing its international remit and you will play a key role in supporting the company's activity in both of these arenas.

We are looking for someone to fulfil this vital role within the company on the basis of 21 hours per week from our base in Worcester. This role is a job-share with an existing post-holder. We are open to discussing how these hours are split across the working week and how this role might fit around other commitments and the current post-holder; we will work with the successful candidate to shape the role around the needs of the organisation, individual circumstances and the skills of the successful applicant.

If you are interested in applying for the post, please send your CV, with relevant experience outlined, together with a covering letter, of no more than two sides of A4, that explains how you meet the personal specification and why you would be interested in joining our team. If you are looking for flexible employment, please make this clear in your covering letter and the type of flexibility you would like to discuss at the interview, if you were to be shortlisted.

Vamos Theatre recognises the positive value of diversity promotes equality and challenges discrimination and we welcome and encourage job applications from people of all backgrounds.

To apply please send your covering letter and CV to **jobs@vamos theatre.co.uk** no later than **Thursday 21 February 2019 at 5pm**. First stage interviews will take place w/c 4 March 2019.



Rachael Savage
Artistic Director

1. About Vamos Theatre

Worcestershire-based Vamos Theatre is the UK's leading full mask theatre company, taking its funny and fearless brand of wordless theatre across the length and breadth of the country and beyond since 2006.

Vamos Theatre tours a full scale mask theatre production throughout the UK annually, as well as performing at national and international festivals and events. We share our skills in schools, with NHS staff, in care homes, with teachers, actors, carers, social workers, the d/Deaf community, business leaders and more. Our full mask characters entertain at festivals and celebrations, bringing fun and cheek to events nationwide, and members of our two Youth Theatres learn the skills that will take them, and full mask theatre, into the future.

We have a national network of over 100 venues that expands with each new production, including leading contemporary arts venues and festivals such as London International Mime Festival; Jacksons Lane, London; Jyväskylä Festival, Finland; Perigueux International Mime Festival, France; mac birmingham; Glastonbury Festival; Brighton Festival; and a range of regional producing theatres.

Vamos Theatre's trademark style marries full mask with strong visual design and an original soundtrack. We make accessible, humorous, human, and fearless work which is based on real life stories, and our productions are rooted strongly in social research.

Between 2008 and 2017, Vamos Theatre's major productions have been supported by grants from Arts Council England and Worcestershire County Council. 2018-22 saw the start of our journey as an Arts Council England NPO.

2. About the team

Vamos Theatre has a core team of eight, currently with 5/6 office-based staff, working alongside a pool of associate practitioners. Vamos Theatre's offices are at Worcester Arts Workshop in central Worcester.

3. Administrator Job Description

Vamos Theatre is looking for a responsible and experienced Administrator to perform a variety of administrative and clerical tasks to support the delivery of our activities. We are looking for a proven and organised individual, who thrives working in a unique, varied and creative environment. This part of a job-shared role: the post-holder will have clearly defined areas of responsibility with overlap on some areas. They will be required to work closely with the other post-holder to ensure the smooth running of the business and to support each other where necessary, i.e. to provide cover during annual leave.

DUTIES AND RESPONSIBILITIES:

Office and Company Administration

- Answering the phone, answering enquiries and taking messages when needed. (Administrator answers phone in the first instance when possible)
- Monitoring the info@ email account, answering enquiries, forwarding emails to other staff as appropriate.
- Making travel arrangements for the company e.g. booking train tickets for actors or Artistic Director (for meetings, performances, workshops, etc).
- Super User for the Vamos Office Google Calendar and email accounts creating new users and managing user access and sharing.
- Representing the company attending arts events and performances where appropriate
- Maintaining and helping to organise and develop office IT/administrative systems (from security upgrades, Microsoft/Office licenses, BOX) and the back-up of information.
- Supporting the recruitment and coordinating the interview of new staff and auditioning of actors; including posting job adverts on relevant websites, communicating with candidates.
- Answering comments and enquiries through Social Media Platforms
- Posting out show publicity when required.
- Holding company user names and password for online accounts in Password master doc.
- Ordering office stationery, ink and maintaining printers and kitchen sundries.
- Office tidying and washing up as with all Vamos Theatre staff.

Invoicing, accommodation budgeting and finance

- Invoicing for all work carried out by Vamos Theatre CIO and LTD
- Banking and recording all cash and cheques received by the company
- Maintaining and keeping invoice control spreadsheets up to date, filing all invoices and chasing outstanding payments.
- To support the work of Vamos Theatre's Accountant, answering financial/invoicing queries.
- To support when needed the evaluation of all projects including collating audience data and box office reports, feedback and press coverage
- Directing new employees in the efficient submission of invoices and expenses including invoice chasing to meet payment deadlines.
- Supplying content for Director's Report for Board Meetings regarding administration.
- Making company purchases, generally online eg, props, paper, technical equipment, office equipment, international touring items
- Supporting on bank and fraud enquiries, with AD.
- Filing of receipts and bills ensuring paper trails for all purchases and expenditure.

Protour:EE/Actour:EE (Vamos Theatre's in-house database and management system)

- User/Member Manager for Protouree/Actouree Systems.
- Training company members in the regulated use of Protour:EE and Actour:EE.
- Updating and ensuring the collection of clean data.

Reporting and Evaluation:

- Supporting the evaluation and reporting processes by collating audience and participation figures, and feedback from performances, projects and workshops.

Productions and Touring

- Assisting the Executive Producer and others with relevant paperwork relating to bookings, deal sheets, contracts etc.
- Coordinating any paperwork required around international touring (A1s, insurance, dealing with the tax office)
- Working alongside the Website Manager to prepare tour information on Protour:EE ready to 'go live' on the website.

- Ensuring that Protouree is up to date in terms of performance dates, education and conference bookings, accommodation diaries and tour manager reports for company members, bookers, venues and press.

Other

- Any other duties as commensurate with the level of responsibility of the postholder and other company members are listed in the Company Handbook.

Occasional Tasks – Job share:

- *Organising and booking accommodation for the company on tour and when rehearsing in Worcester*
- *Supplying the performing company on the road with a tour folder including copies of necessary documents for tour van. Eg. Insurance documents, breakdown cover, money access via Monzo and Fuel Genie, Public and Employers Liability Certificates, Documents for travelling abroad, company contact sheet, login and user details for mobile internet and tour phone etc.*
- *Organising the maintenance (supported by AD) and insurance of the company vehicle.*
- *Allocation of Workshop/Show Reporting capabilities to Lead Artists on Actour:EE to ensure ongoing evaluation.*
Leading on:
- *Exporting data from Actouree reports and inputting into Protouree ie. Audience figures, venue suitability, performance issues.*
- *Managing the day to day maintenance of Protour:EE/Actour:EE systems including reporting faults/bugs to Protour:EE Systems Manager.*
- *Creating and managing user access for Protour:EE and Actour:EE systems.*

4. Person specification

ESSENTIAL SKILLS

- 3 years administration experience, working within an office environment
- Excellent computer literacy, competence with Microsoft Office including Word and Excel
- Warm, approachable and enthusiastic personality
- Excellent organisational and administrative skills, with great time management and an ability to multi-task
- A natural ability to work collaboratively and respectfully of those you are working with.
- Personable, both in written and verbal formats
- A very high level of accuracy and attention to detail in all areas of work
- Ability to work without supervision, use initiative where required and work calmly under pressure
- Committed to working as part of a team
- Reliability, confidentiality
- Comfortable working with figures
- An interest and enthusiasm for theatre and the value of the cultural sector

DESIRABLE

- Experience within a theatre, arts or cultural environment
- Experience with international touring administrative requirements
- Basic budget management of office costs, travel budgets or similar
- Experience in Arts Council England reporting
- Up to date First Aid, H&S and Fire Safety certificates

5. Job Outline

Job Title:	Company Administrator
Line Manager:	Executive Producer
Line Manages:	n/a
Salary:	£21,000 pro rata (£11,025 for 21 hours)
Pension:	Statutory minimum on pensionable earnings
Location:	Worcester Arts Workshop. Some travel will also be required.
Hours:	To be agreed with the candidate but ideally 9:30am – 3.30pm on Tuesday, Thursday and Friday (18hrs with 3 additional hours across the week). Some evenings and weekend work will be required. Flexible working arrangement will also be considered.
Holiday:	28 days per year annum including bank holiday (pro rata)
Expected start date:	w/c 4 April 2019

6. How to apply

Please send your CV (including details of 2 referees) and a covering letter (no longer than 2 sides of A4) explaining why you are interested in the company, the role and how you meet the person specification. Please also indicate possible start date.

To apply please send your covering letter and CV to **jobs@vamos theatre.co.uk** no later than **Thursday 21 February 2019 at 5pm**. First stage interviews will take place w/c 4 March 2019.