

## JOB DESCRIPTION

Job Title: **Administrator**  
Reporting to: Arts Centre Manager  
Salary: £22,742, per annum  
Hours: 9am – 5pm, Monday – Friday (40 hours per week)

Note: due to the nature of the Centre's programme the post may involve some flexibility in the hours stated and occasional weekend or evening work for which time will be given off in lieu.

### Background

The Landmark Arts Centre is a Registered Charity governed by a Board of Trustees. It operates a vibrant programme of events and exhibitions ranging from concerts by well-known performers to its highly regarded art fairs and exhibitions. In addition the Centre offers a wide range of arts education activities for adults and children. We do this all in a magnificent 19<sup>th</sup> century Grade II\* listed building which, through the team's efforts, is preserved for the benefit of the whole community.

The Administrator position is a key role within the staff structure.

### Principal Responsibilities

The principal responsibilities of the role are to:

- facilitate the day-to-day running of Landmark Arts Centre
- be a welcoming first point of contact for visitors to the Centre
- manage commercial, charity and community hires
- manage the stock for the Centre's shop
- manage the Centre's Individual and Business Membership Scheme
- assist with the recruitment and management of volunteers
- manage basic financial processes, and
- contribute to the continuing development and success of the Landmark Arts Centre.

## **Main Duties**

### **1. Support the day-to-day running of the Landmark Arts Centre:**

- Answering general telephone, email and written enquiries and re-directing as necessary.
- Selling tickets and taking bookings for LAC classes.
- Meeting & greeting visitors to the building & directing them to classes.
- Maintaining and updating databases as necessary.
- Maintaining office supplies.
- General administration support
- Support the promotion and sales of staged events

### **2. Managing commercial, private and charity hires:**

Hiring the Centre for private events is an important part of our fundraising effort which underpins the financial stability of the charity. The Administrator plays a key role in this process including meeting potential clients that are considering hiring us. Duties in this area include:

- Dealing with diary enquiries for venue hire i.e. checking dates, sending out information, logging and following up enquires.
- Marketing the Centre for private and commercial hire, including organising sales viewings;
- Meeting clients and showing them the facilities the Centre can offer;
- Preparing and issuing contracts;
- Booking and supervising contract and agency staff as required;
- Preparing, or ensuring that they are prepared, areas for hire according to contract;
- Ensuring the Centre and surrounding grounds are returned to good order after an event;
- Understanding and implementing relevant Health & Safety legislation;

In addition the Centre hires space to community hirers to run their own arts education classes. The Administrator will also be responsible for managing these hires. Duties in this area are similar and also include:

- Sourcing new community hirers & marketing our facilities
- in the case of classes involving children or vulnerable adults ensures that the hirer complies with CRB and Safeguarding legislation.

### **3. Manage the Centre's Shop**

The Centre has a small shop that stocks a range of cards and prints of local scenes, plus a changing range of goods by artists and designer makers. Working with the Centre Manager & Visual Arts Curator you will,

- Source suitable artists for inclusion
- Maintain accurate records of stock received, stock sold and payments to artists
- Maintain an attractive display.

### **4. Manage the Centre's Individual and Business Membership Scheme**

- Maintain accurate records of Members, issuing subscription letters, processing new members as required
- Ensuring members are kept informed about activities at the Centre and receive benefits in

line with their subscription level

- Assist in the promotion of LAC Membership to recruit new members.

## **5. Assist with the recruitment & management of volunteers**

Volunteers play a vital role within the Centre and you will support the Technical & Operations Manager with their management and recruitment to:

- Maintain the volunteer up-to-date contact details and areas of volunteering interest;
- Book volunteers for events;
- Assist with arranging other activities for volunteers e.g. social events;
- Proactively recruit new volunteers.

## **6. Assist with the book-keeping and management of day-to-day finances:**

- Monitoring and maintaining budget information for both income & expenditure;
- Raising invoices and processing incoming payments;
- Generating financial reports as required;
- Preparing & reconciling monies for weekly banking;
- Liaising with Finance Officer as required.

## **7. Contribute to the continuing development and success of the Landmark Arts Centre:**

Actively communicate with, and support, the Arts Centre Manager and other staff and the Trustees in ensuring the success of the Centre as a vibrant arts centre.

### **Person specification**

- Strong interest in the arts
- Outgoing and enthusiastic with a 'can-do' attitude
- Excellent oral and written communication and interpersonal skills
- 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
- Frontline experience in dealing with the public
- 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.*