

ADMINISTRATION OFFICER

Reports to: Chief Executive

Hours: 35 hours per week, 9am – 5pm, including an unpaid one-hour break. Some evening and weekend work is required

Part time proposals will be considered: 25 hours per week

Salary: £22,000 - £24,000

Holiday entitlement: The holiday year runs from January to December. Annual entitlement is 24 days paid annual leave in addition to 8 public and bank holidays

Contract: Permanent

Location: ACE Dance Space, Ground Floor, 54-57 Floodgate Street, Birmingham, B5 5SL and at 82 Milk Street, Birmingham

JOB DESCRIPTION

Key responsibilities:

1. Office Management and Administration

Ensure the smooth running of the Company office, undertaking day to day administration including:

- Being the first point of contact for the Company, answering enquiries on the telephone, by e-mail and by post
- Maintaining office supplies and stationery
- Maintaining the Company's archives including print and photographic archive and video library
- Maintaining Company databases and sharing (computer) filing system
- Maintaining a central diary and messaging system for the office
- Administrating company members' schedules

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2. Tour and Project Administration

- Collecting and recording information from company and crew such as biographies, bank and tax details
- Keeping track of return of contracts, marketing and technical information
- Keeping records of audience figures and sales figures for programmes and merchandise on tour
- Booking travel and accommodation for artists during the tour
- Administrating company members expenses and payment of per diems in a timely and efficient manner
- Booking studio space and classes for company members
- Creating and disseminating evaluation forms for professional company performances based on Arts Council England monitoring criteria
- Providing administrative support to the process of applying for visas for international company members and visiting artists

3. Education Administration Support

- Dealing efficiently with travel and accommodation requirements for workshops
- Supporting the administration of in-house class projects
- Applying for child exemption forms and licenses for performances
- Completing risk assessments for events, workshops and performances
- Responding to parents and guardians regarding in-house classes
- Managing the in-house class register, Eventbrite and class payment records
- Writing and administrating contracts for workshops delivered in schools
- Designing and creating flyers for in-house classes and external education projects using Canva
- Supporting child safeguarding processes by ensuring that up-to-date and relevant safeguarding information is collected from parents and schools
- Clearly communicating details of classes, performances and other events to parents by e-mail, phone and WhatsApp

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4. Premises

- Taking responsibility for holding keys to the building and for opening and closing the office and studio space
- Responding to enquiries for studio bookings and managing the studio booking calendar
- Writing and administrating contracts for studio hires.
- Arranging staff cover for studio hires
- Liaising with relevant staff about any premises issues
- Organising maintenance in the building

5. Research and Data Monitoring

- Working with the Senior Management Team to research potential venues, festivals, tour circuits and creating new databases and mailing lists as appropriate
- Maintaining the company's databases, including updating existing records and researching and adding new entries
- Monitoring data for all ACE dance and music activity efficiently and frequently, contributing to Arts Council England and other funders' quarterly and annual reporting

6. Governance

- Attending quarterly board meetings as the minute-taker
- Liaising with board members regarding updates and circulation of relevant documents

7. Other

- Attending health and safety and first aid training
- Organising and attending other ad hoc meetings as necessary
- Any other appropriate duties identified by the Directors

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- To support ACE dance and music's commitment to improving our environmental sustainability by following company policies and continually striving for good environmental practices in all activity

PERSON SPECIFICATION

Essential Criteria

Applicants must be able to demonstrate that they fulfill the following essential criteria

1. An excellent track record as a good all-round administrator
2. An ability to communicate and negotiate effectively, through the written and spoken word with a wide range of people
3. Ability to deal flexibly at any one time with a wide range of tasks, prioritising effectively and managing the pressures of immediate without neglecting long-term tasks
4. Excellent keyboard and computer skills and working knowledge of the following software: Microsoft Word, Excel or similar database systems
5. Experience of using email communication and the internet for research
6. Excellent written and spoken English
7. Accurate numeracy skills
8. Good planning and organisational skills
9. An eye for detail
10. The ability to work under pressure and as part of a team as well as on their own
11. Initiative, commitment and enthusiasm
12. An interest in dance and the arts
13. Honesty, tact and diplomacy
14. Commitment to and understanding of customer care

Desirable Criteria

Fulfilling any or all of the following criteria will enhance your application, although is not essential:

1. A qualification in Arts Administration or Business Administration
2. Experience of tour booking and tour management

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3. Time management skills or training
4. Project management skills or training
5. Knowledge or interest in websites and digital form of communication and marketing
6. Experience of working with a dance company and knowledge of dance and the dance sector
7. Experience of arts in education
8. Proofing and copy writing abilities
9. Experience of setting up and maintaining databases
10. Experience of managing small budgets

CONDITIONS OF EMPLOYMENT

Probation and notice periods

This post carries a probationary period of three months, during which time the notice period required by either party is nil. Subsequent to a satisfactory review, the notice period increases to one month.

Pension and pension scheme

We operate the People's Pension Scheme into which you will be auto-enrolled (subject to the conditions of the scheme).

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