

Streetwise Opera job pack

Arts Administrator

Streetwise Opera is an award-winning charity that uses music to help people make positive changes in their lives. Working with people who have experienced homelessness and other members of the community, we run workshop programmes across England, stage critically-acclaimed operas, and manage With One Voice, an international arts/homelessness movement.

We're now seeking an experienced, full-time **Arts Administrator** in **London**.

This is a busy role supporting a busy and cheerful team. We are looking for a dynamic, organised person interested in developing a career in arts management. You will have occasional opportunities to visit workshops and help out on events and productions, but the role is primarily office-based.

Working across the organisation and reporting to the General Manager and the Programme Producer, the Arts Administrator is responsible for both the day-to-day running of our national workshop programme and the administration of the office.

The ideal candidate will have at least 1 year of experience in an admin role, excellent organisational skills with the ability to prioritise, multi-task and the ability to 'troubleshoot' for the team quickly and efficiently. A lived experience of homelessness and/or accessing homelessness services is desirable.

As an employer, Streetwise Opera offers a wide range of benefits including excellent professional development and training opportunities, season ticket loans, childcare vouchers and an employer pension scheme. You'll also be joining a friendly, committed and supportive staff team and have the rewarding opportunity to make a real difference in the lives of people who have experienced homelessness.

Salary: £20,000 per annum

Location: Victoria, London SW1

Hours: Full-time, Fixed Term (12 months); occasional evening work and overnight travel in the UK will also be required.

Closing date: Midnight, Thursday 16 March

Interviews: Wednesday 29 March (first round) / Tuesday 4 April (second round)

How to apply

Please send a completed application form to admin@streetwiseopera.org by the closing date specified above. Application forms can be downloaded from www.streetwiseopera.org/work-with-us. Please note that CVs will not be accepted. If you have any queries or require the application form in a different format, email admin@streetwiseopera.org or telephone 020 7730 9551.

Streetwise Opera is an inclusive organisation and actively promotes equality. We welcome applications from a wide range of candidates, particularly those with who have experienced homelessness. Candidates with a lived experience of homelessness who can demonstrate that they meet the essential criteria in the person specification will be guaranteed a first-round interview. Please ensure that you communicate this clearly in your application.

Job description

Job title: Arts Administrator
Location: Victoria, London SW1
Responsible to: General Manager /Programme Producer
Hours: Full-time, Fixed Term (12 months)

The role of the Arts Administrator is to:

- Work across the organisation and report to the General Manager and the Programme Producer, the Arts Administrator is responsible for both the day-to-day running of our national workshop programme and the administration of the office. The role is full-time and is based in Victoria, London. Some evening work and travel within the UK is required. Streetwise Opera is an equal opportunities employer.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment, in consultation with the post-holder.

Office Management

- Organise team meetings, including taking & distributing minutes
- Book rooms for meetings
- Act as the IT and communication systems administrator (in liaison with IT consultants)
- Act as the first point of contact for office enquiries via telephone and email
- Take messages, filing, photocopying as required
- Maintenance of office space including managing contracted cleaning company
- Maintenance of office equipment and stationery supplies
- Management of information databases, ensuring they are up-to-date and accurate

Workshop Programme

- Provide admin support for the workshop programme team
- Oversee collecting data for the workshop programme
- Record workshop programme activities
- Provide practical support on training days/events
- Ensure that all Workshop Leaders and Support Workers have been DBS-checked and have the appropriate Health and Safety information
- Book travel, accommodation, venues and catering for productions/events
- Assist with producing marketing materials for participant recruitment

Finance

- Process invoices
- Manage petty cash
- Reconcile monthly company credit card statements
- Assist with administration for the annual financial audit

HR

- Assist with staff recruitment
- Induct all new members of staff and volunteers to the office
- Collect and collate evaluation data for recruitment processes

Other

- Assist with preparation for Board Meetings including booking rooms and organising refreshments for Board Meetings

Person specification

	Essential	Desirable
Work experience	At least 1 year's experience in an admin role	Experience of working in the arts Experience of working in the homeless sector
Professional skills and experience	Proven interest in arts management Excellent organisational skills with the ability to prioritise, multi-task and work well under pressure Excellent written and verbal communication skills Excellent numeracy skills Proficient in the use of MS Office and able to learn new software packages quickly Ability to 'trouble-shoot' and solve administrative and technical problems for the team quickly and efficiently	Experience of bookkeeping
Interpersonal skills	Able to work effectively on own initiative and as part of a team Meticulous attention to detail Sets high standards of performance and accuracy Able to assimilate information quickly Excellent interpersonal skills and ability to deal with a wide range of people in a professional manner Intuitive and imaginative in finding solutions to problems Enthusiastic, adaptable and reliable	

	Empathy with vulnerable people	
Managerial skills		Experience of managing volunteers
Education		Educated to Bachelor's degree level or equivalent

Additional information

Annual leave: 21 days per year plus time off between Christmas and New Year. 0.5 Additional days leave are added for each year served (up to 10 years).

Employee benefits: season ticket loans, workplace pension scheme, childcare vouchers and professional development and training opportunities.