Emergency Exit Arts
Job Description
Administrator (Maternity cover)

Main purpose of the job
To support Emergency Exit Arts’ artistic programme and operations by providing practical support for the team of diverse creative practitioners and producers working with the company. To provide administrative support for the smooth running of the office, maintain a welcoming reception facility at Emergency Exit Arts and to provide general support for the efficient maintenance of office systems and procedures. They will support EEA’s participation programme whilst contributing to the ongoing operations of the organisation including: fundraising, administration, evaluation and marketing.

Key areas of responsibility
• Customer care
• General administrative support
• Gathering monitoring information for funders
• Marketing and social media support
• Project management support

Responsible to: General Manager

Duties and Responsibilities
• Maintain an approachable and welcoming presence at the reception desk throughout the day, dealing efficiently with all visitors to the premises
• Assist with general office duties as required
• Answer the telephone, record and distribute messages as required
• Provide hospitality for visitors and meetings as required
• Assist with the servicing and preparation of agendas and papers for company meetings
• Assist with the collation and completion of funding applications, activity reports and monitoring of projects
• Support general marketing including social media activities, website updates and e-newsletter distribution
• Support with the implementation of a new company database/ Customer Relationship Management (CRM)
• Support the project management of EEA’s programmes through communication with creative practitioners, schools, venues, community groups and other stakeholders
• Collation of company monitoring including registration information, photo and medical information and photo release forms from participants
• PA Support to Artistic Director
• Ongoing operational support of volunteers and their recruitment
• Distribution and reconciliation of petty cash, to ensure that cash transactions and the records of such are accurate and promptly reconciled
• Creation and distribution of safeguarding IDs for Creative Practitioners
• Assisting with booking/hires and scheduling of work spaces within Rothbury Hall
• Assisting with set up and organisation of events taking place within Rothbury Hall
• Comply with company policies relating to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 at all times
• Comply with company policies relating to equality of opportunity and diversity at all times
• Undertake any other specific duties that might be reasonably required of the post-holder
Person specification

Experience
- Providing administrative and clerical support to others (E)
- Maintaining general office equipment, systems and procedures (E)
- Preparing agendas and papers for meetings (E)
- Collating documents and data (E)
- Customer care (E)

Skills
- Excellent written, verbal communication and listening skills
- Excellent people skills
- Fully IT literate, including good working understanding of Microsoft Office
- Fast and accurate keyboard use and database inputting
- Good telephone manner
- Excellent attention to detail

Personal qualities
- Self-motivated, organised and able to work under pressure / prioritising own workload as required
- Approachable and efficient
- Able and willing to take on new ideas and learn new skills
- Able to work as part of a team and deal confidently with different groups of people
- Understanding of and commitment to Equal Opportunities practices
- Willingness to undertake training necessary to carry out duties
- Ability to work independently but have the confidence to ask for assistance when required
- An interest in outdoor arts and participation work with young people.

Terms
This is a fixed term position to cover Maternity leave
This is a full time position, working hours are 9am - 5pm Monday - Friday, occasional evening and weekend work may be required for which time off will be given in lieu.
Salary: £18,000 per annum
20 days Annual Leave plus 8 Bank Holidays
Position starts on Monday 11 June 2018

For an application form and job description please download from www.eea.org.uk or email info@eea.org.uk with “Administrator Application” in the title.

Completed applications must be returned by 10am Wednesday 18 April 2018 to info@eea.org.uk or by post to:
Emergency Exit Arts
PO Box 570
London
SE10 0EE

Interviews will be held on Wednesday 25 April 2018.