

Job Description

Arts Programme Administrator

Position: Part-time (22.5 hours per week, Monday to Friday).

Reporting to: Arts Programme Manager

Main Tasks and Responsibilities:

- Provide administration support to the Arts programme and to Arts programme personnel.
- Respond to incoming enquiries and providing an information service on all aspects of the Arts Programme and the organisation generally.
- Salesforce administration and information management.
- Assist in the administration of web and social media content in conjunction with the Communications team.
- Manage the online Bealtaine Festival registration process.
- Assist in the planning, organising and administration of logistics related to events, performers or artists and other personnel. Assist in meeting and greeting, registration, being a point of contact, room set-up etc.
- Take responsibility for operational and office administration issues such as office logistics, filing, file management and archiving data.
- Provide assistance with budget administration and record keeping and invoicing.
- Assist in the administration of the development of new projects and initiatives in consultation with arts professionals and key stakeholders (e.g. Local authorities, local government and communities, venue directors and regional arts boards).

- Support artists and other creative personnel on practical issues such as invoicing, contracts and payments.
- Provide administration support for funding applications.
- Provide back-up for general organisational administrative duties, including phone answering/door answering and post on the request of the Office Manager.
- Provide hospitality for visitors as requested.
- Keep the Boardroom stocked with Arts Programme materials, and ensure that it is tidy before and after meetings.
- Support the production of Arts Programme printed materials in conjunction with the Communications team, and arrange for distribution of printed materials.
- Provide administration support to media campaigns to achieve national public awareness of the Arts Programme in conjunction with the Communications team.

Other Responsibilities:

- Ensure adherence to defined quality, standards and policies on all projects undertaken.
- Follow the procedures outlined in Age & Opportunity's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.
- Commit to the purpose of Age & Opportunity, and work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- Participate in regular supervision with your line manager.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.

- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health, safety and welfare risks in the workplace and bring any concerns to the attention of your line manager or Health and Safety representative.
- Contribute as an active member of the team, to the development and support of other initiatives within the organisation.
- Promote and represent Age & Opportunity on committees and at events as requested.
- Operate within agreed budgets seeking authorisation for expenditure and to be accountable for such expenditure authorised, and to ensure the appropriate coding of expenses.
- Undertake any other tasks as will from time to time be requested.
- Provide written reports as per deadlines requested.