

4 front theatre

Operations Administrator Maternity Cover Job Description

Operations Administrator Job Role

The board of trustees are looking to appoint a dedicated and strategic individual to maintain the operations and administration of 4Front Theatre for a period of 6-9 months starting in Feb 2021.

The Operations Administrator will work closely with the Artistic Director to ensure the continuation of 4Front projects as well as develop and prepare for upcoming projects and shows in 2021.

Start Date – February 2021

Contract – Limited 6 to 9-month contract

Hours - 12 hours a week (flexible working hours)

Salary –Between £10.00 – £11.50 an hour depending on experience.

Report to: Named Trustee, (working under the guidance of Artistic Director)

Role

The Operations Administrator will cover the maternity leave of the Operations Director. The responsibilities will be less than that of the Operations Director due to the impact of Covid-19 on possible projects and shows and 4Front's creative strategy moving forward into 2021.

The Operations Administrator will be responsible for the majority of communication between 4Front and all partners/stakeholders and staff and creatives. The Operations Administrator will also oversee the day to day operation of 4Front Theatre, including financial accounting and fundraising responsibilities such as grant application and pursuing other more creative avenues.

The Operations Administrator will bring an eye for detail and a passion for organisation and optimisation to the role and be involved in maintaining and developing new and existing plans and processes to further the mission of 4Front Theatre. The successful candidate will be a confident, creative and trustworthy individual who can work as part of a team and serve the charity, as well as inspiring confidence from supporters and other stakeholders that they have correspondence with.

Responsibilities

- The Operations Administrator's primary responsibility will be to maintain the day to day running of 4Front Theatre and correspondence between staff, volunteers, and the public.

While maintaining a professional standard of work, the Operations Administrator will always seek to improve and enhance the quality of 4Front's processes and communication and work to ensure 4Front is compliant with relevant regulation, law and best professional practice.

- To keep records of budgets and accounts for various projects and shows as well as processing receipts and expenses and to oversee the presentation of 4Front's yearly accounts (in liaison with 4Front's accountant).
- To assist the Artistic Director on the weekly Virtual Sunday School YouTube project.
- To assist in planning, budgeting (upon agreement with the trustees) and operation of all shows, projects and tours that 4Front produce.
- To write fund raising bids to apply to various foundations and groups for financial grants towards projects.
- To assist in securing bookings for projects and shows and liaising with all parties involved to bring this to fruition as well as developing new partnerships between organisations and individuals for the benefit of 4Front.

Person Specific

Requirements:

- A strong sense for organisation and order and an eye for detail in administration
- Excellent communication skills both written and verbal
- To be able to work to a time frame, meet deadlines and organise and prioritise tasks.
- To be able to work as a team but also take initiative and identify tasks that need completing.
- To be computer literate and proficient at utilising relevant software to assist in organisation.
- Good knowledge and experience of the operation of a theatre company and the policies and procedures associated with this.
- A strong and genuine commitment to the Christian faith.
- A genuine commitment to the advancement of the arts for the public benefit.

Desirable

- Experience in writing grant applications for community and arts sector projects.

- Previous work/experience within a theatre company or charity.
- Experience working in a schools setting or familiarity with school's work