**Extant**

**Title:** Assistant Administrator

**Hours:** 14 hours per week (0.4 FTE)

**Salary:** £22,000 pro rata

6 month contract

**Responsible to:** Trainee General Manager

**Location:** Tripod,Lambeth Town Hall, Brixton, London, SW2 1RW

Extant is looking for a can-do, enthusiastic and organised person to support the administrative functions of our theatre company, which is currently undergoing an exciting period of transformation.

**About Extant**

Extant is the UK’s leading professional performing arts company that explores visual impairment to create unique and innovative artistic experiences, placing visually impaired people at the centre of all we do: from the productions we create, to the artists we employ or support to build stronger careers in the sector, to the audiences we perform to and the participants we work with.

In our company, visual impairment is celebrated as a rich source of creative engagement that inspires fresh perspectives

We fulfil our purpose by:

* Demonstrating artistic excellence, professionalism and high production values with the express inclusion of visually impaired performing artists
* Providing sustainable employment and supporting the professional development of visually impaired people working in the arts
* Putting the accessibility for visually impaired audiences at the centre of the artistic process
* Providing opportunities for visually impaired people to get involved in the arts for the first time
* Ensuring that our company is led by visually impaired people, artistically, managerially and at board level

**Job Description**

The Assistant Administrator will be responsible to the Trainee General Manager and does not have line management responsibilities.

**1. Office Support**

a. Responding to general internal and external phone and email enquiries

b. Making room, travel and accommodation bookings, equipment hires and purchases on behalf of the team ensuring access needs are met

c. Soft and hard copy filing

d. Other PA tasks on behalf of the visually impaired Artistic Director such as converting PDF and Excel documents into accessible formats

e. Taking and writing up meeting notes as required

**2. Supporting relationships with Freelancers and Volunteers**

a. Drafting Contracts and other employment documentation

**3. Supporting the board of trustees**

a. Assisting with the preparation for board meetings including booking accessible spaces and organising refreshments

**4. Financial Administration**

a. Managing the office petty cash

**5. Fundraising Administration**

a. Research new and existing funding opportunities and resources

**6. Marketing and Communications**

1. Working with the Trainee General Manager and the rest of the Extant team to support the delivery of the marketing strategy
2. Assisting with managing Extant’s online presence, including the website and social media channels
3. Assisting with coordinating the delivery of content for Extant’s quarterly newsletter to the artistic director and freelance web designer
4. Assisting the co-ordination of marketing for productions and projects and associated press activities

**Person Specification**

**Essential Skills**

* Excellent written and verbal communication skills including telephone, email and interpersonal
* Proven organisational skills with the ability to demonstrate how you manage multiple time-sensitive priorities
* Competent in Microsoft packages including Excel and Outlook
* Strong attention to detail
* Team player with the ability to support others in their work and also able to self-motivate

**Essential Knowledge**

* Understanding of access issues for disabled people

**Essential Experience**

* Working in an office environment for a minimum of 1 year (this could include voluntary positions)
* Managing online communications including social media

**Desirable Experience**

* Experience of financial administration
* Experience of fundraising
* Direct experience of working with visually impaired people

**Personal Attributes**

You will need to be:

* Interested in being part of a transforming organisation
* Interested in changes and developments in the disability arts sector
* Able to get to our current office in Brixton
* Happy to work in an office with a guide dog!

**How to Apply**

* Read the above Job Description and Person Specification
* Write a letter (no more than 2 sides of A4) evidencing why you would like to work for Extant and how you fulfil the person specification
* Fill out the linked equal opportunities form (this will be anonymous and separate from your application) <https://www.surveymonkey.co.uk/r/73RHBRL>
* Please give the name, address and contact details for two referees (We will not contact your referees without your prior permission)
* Send your cover letter, a summary CV (no more than 2 sides of A4), details of referees and equal opportunities form to Rhianne at admin@extant.org.uk by 5pm on 16th September 2019
* If you have any questions, would like to discuss the role further or would like this information in a different format please call Rhianne on 020 7820 3737
* We will be holding interviews on Thursday 3rd October

Extant is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals.