

If you require this job pack in any other format such as large print or braille, please contact [admin@extant.org.uk](mailto:admin@extant.org.uk) or call 020 7820 3737 and we will be happy to send it to you.

**Job Title:** Administrator

**Responsible to: Executive Director**

**Location:** Hybrid working with a minimum of 3 days in the office at Brixton House in Brixton

**Contract: Full Time – Permanent**

**Pay:** £26,160 per annum

Some evening and weekend work required for which time off in lieu will be given.

**About you**

Extant is looking for an experienced, enthusiastic, pro-active and organised Administrator 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 Administrator will be responsible to the Executive Director and does not have line management responsibilities. However, they do have responsibility for booking and contracting freelancers including Access Workers.

**1.** **Office & Project 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

f. To support the smooth running of Extant’s projects and productions as required

g. Verbal and written description of images for general and social media accessibility

h. Liaising with our External IT company to ensure all IT systems are running smoothly

i. \*Managing and booking zoom bookings

j. \*Liaising with Brixton House staff regarding room hires and office maintenance

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

a. Drafting Contracts and other employment documentation

b. Coordination of Access Workers for London based projects and providing a first point of contact for contractors

**3.**  **Supporting the board of trustees**

a. Gathering board reports and sending them in an accessible format ahead of quarterly meetings

b. Booking \*the Carlton Mansion meeting room and organising refreshments

c. Writing a quarterly board report focussed on Marketing for review by Trustees

d. Ensuring Trustees access requirements are met

e. Preparing for the Annual General Meeting, informing members and sharing accessible documentation

f. Oversee the creation of minutes of each meeting, conducted by a Freelancer

**4.** **Financial Administration**

a. Managing receipts in conjunction with the Bookkeeper

b. Managing office petty cash (once Extant return to an office environment)

**5.**  **Fundraising Administration**

a. Research new and existing funding opportunities and resources

b. Gather and securely store evaluation and monitoring data for use in funding and governance reporting

c. \*Support the Executive Director with the compiling of data for the quarterly and annual returns to the Arts Council.

**6.**  **Marketing and Communications**

1. Working with the Executive Director and the rest of the Extant team to support the delivery of the marketing strategy
2. Managing Extant’s online presence, including the website and social media channels following the marketing strategy
3. Coordinating and drafting content for Extant’s quarterly newsletter
4. Assisting the co-ordination and delivery of marketing strategy for productions and projects and their associated press activities
5. Representing Extant at external events and presentations

**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 \*and a willingness to learn

**Essential Experience**

* \*Proven administrative experience in a producing theatre company or similar environment
* Managing online communications including social media and websites on WordPress, or similar.

**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 work in our office in Brixton Happy to work in an office with a guide dog!

**\*Employee Benefits**

* Full time employees are entitled to 28 days paid holiday, including public holidays
* All employees have access to an Employee Assistance Programme with Care First which includes online resources and counselling
* \*Pension
* \*Training

**To apply, please send a CV and cover letter in Word format, outlining your interest in the role and how you meet the person specification, to tara@ extant.org.uk by 5pm Thursday 20 April 2023.**