

**Extant**

**Title:** Administrator (Job Share)

**Responsible to:** Artistic Director

**Location:** Currently home working, with switch to in person working once moved to our new home in Brixton (Estimated spring/summer 2022)

**Contract: Part time (job share) – Permanent**

**Pay:** £24,000 pro rata – 14 hours/two days per week. Some evening and weekend work required for which time off in lieu will be given.

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 Administrator will be responsible to the Artistic Director and does not have line management responsibilities. The Administrator will be working alongside another Administrator on a job share model.

**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

**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 accessible venues 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

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

1. Working with the other Administrator 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

**Essential Experience**

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

**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 new office in Brixton once we move
* Happy to work in an office with a guide dog!

**Additional Details**

* Full time employees are entitled to 28 days paid holiday, including public holidays
* All employees have access to an Employee Support Programme which includes online resources and counselling

**To apply, please send a CV and cover letter, outlining your interest in the role and how you meet the person specification, to** [**admin@extant.org.uk**](mailto:admin@extant.org.uk) **by midday on Tuesday 3rd May 2022. Interviews will take place on Thursday 19th May 2022.**