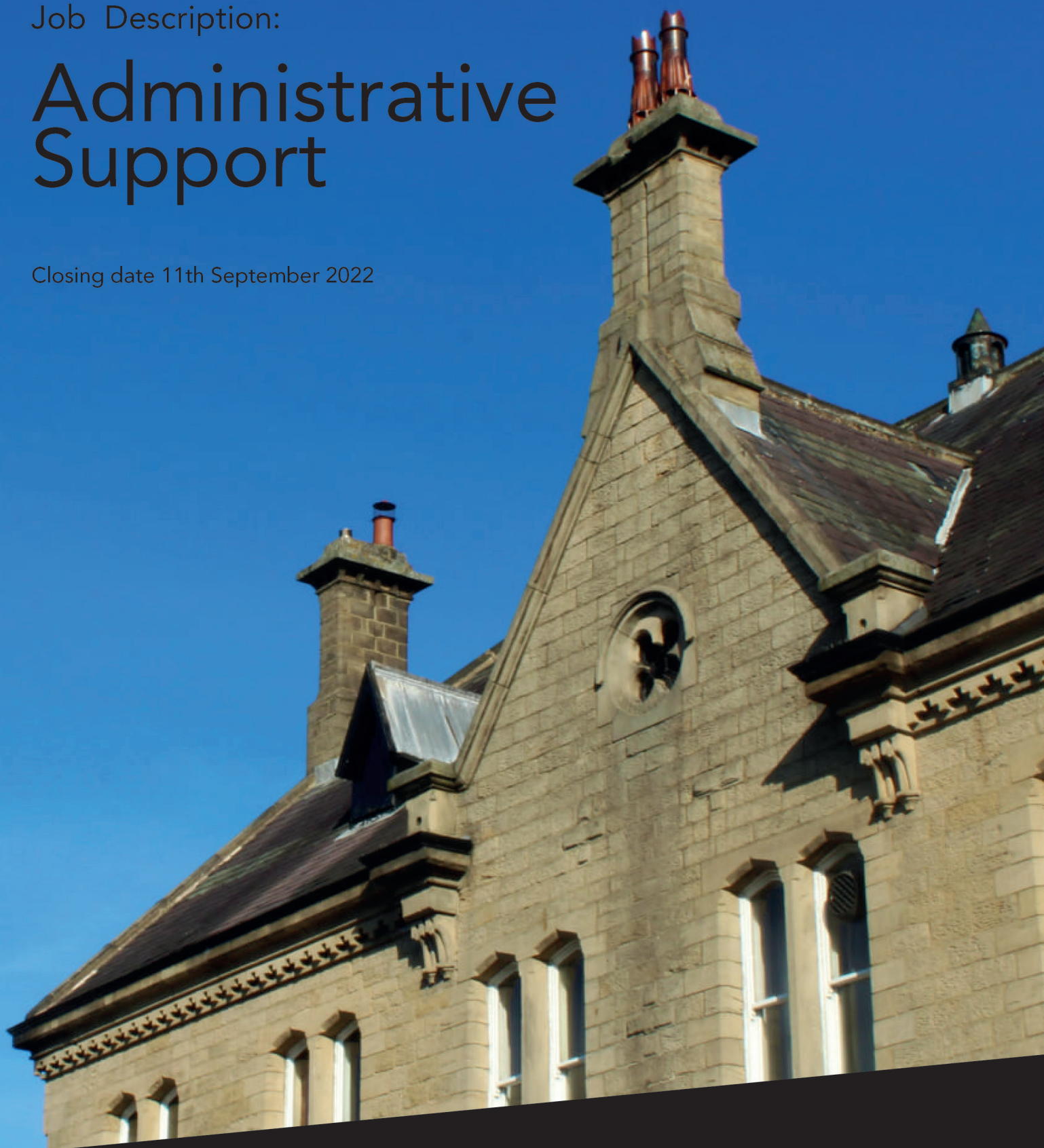


Job Description:

Administrative Support

Closing date 11th September 2022



**GUISELEY
THEATRE**

Guiseley Theatre CIC
The Green
Guiseley
LS20 9BT

www.guiseleytheatre.org
info@guiseleytheatre.org
07762563689



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A photograph of an ornate room, likely a theatre lobby or office. The room features a large, ornate chandelier hanging from the ceiling. A large, framed mirror is mounted on the wall, reflecting a clock and a wooden panel. Below the mirror is a fireplace with a dark, arched opening. In the foreground, there are several green upholstered chairs with wooden frames arranged around a wooden table. The room has a classic, elegant feel with a blue decorative band on the wall and a patterned carpet.

Context

Guiseley Theatre is a thriving performance venue and community space used by hundreds of participants and theatre goers each week. Currently, Guiseley Theatre is at a pivotal moment in its redevelopment process which will see the building and organisation change over the coming years. This role is designed to support the staff and directors of Guiseley Theatre CIC in the necessary administrative tasks to help the building function on a day to day basis as we embark on this exciting process. The role is 10 hours each week that can be worked flexibly across the week and will include the requirement to work some unsociable hours to facilitate potential community user viewing the facilities (the post holder would be able to negotiate a mutually agreeable time slot with the potential user). They will also be required to attend Board meetings to take minutes, these will take place in an evening on a quarterly basis for approx 2-3 hours which will be additional hours to the core 10 hour contract. In addition, there will be regular management team meetings which will be agreed to fit with the staff and volunteers needed in attendance - these may be in the early evening so flexibility will be needed to attend.

The majority of the 10 hours can be worked from home and attendance at the theatre will only be required on a needs basis, e.g. for in-person meetings, to facilitate potential community user visits and for monthly 1:1 meetings. The role can also be worked from the theatre if this is more suitable for the job holder.

The purpose of this role is to support the every day running of the Guiseley Theatre building working with a small dedicated team to help the theatre to reach its maximum potential.

Main Responsibilities

The post holder will be the primary point of contact for our regular users and general enquiries which are managed through email. They will maintain and update the theatre calendar of community bookings and events managing the bookings for community users. They will be responsible for raising invoices. They will be customer-focused and provide a friendly and welcoming approach to everyone who interacts with Guiseley Theatre and its facilities.

Responsibilities include:

- Control and maintain the theatre calendar
- Respond to general email enquires to Guiseley Theatre
- Be the primary point of contact to our users and hirers
- Be a friendly and approachable
- Manage day to day bookings and hires
- Set up events and managing ticket refunds and queries via the online Theatre box office system
- Issue invoices to hirers on a monthly basis using the theatre accounting software (Xero)
- Assist in the writing and monitoring of funding applications where needed
- Oversee the renewal of contracts (e.g getting quotes from suppliers for core services needed by the theatre)
- Take minutes in Board and management meetings
- Respond to Guiseley Theatre answerphone messages working in conjunction with the rest of the team
- Other administrative tasks as needed/requested





Specifics

Job Title:	Administrative support
Hours Per Week:	10 (core to be worked flexibly across the week) Additional hours will be offered to cover minuting Board meetings
Rate of Pay:	£10 Per Hour
Employment Type:	Employed
Location:	Guiseley Theatre/Work From Home
Reporting to:	Theatre Managing Director

Timeline

Closing date for applications:
Midnight, 11th September 2022

Interviews:
Week Commencing 19th September

Position starts:
3rd October 2022

Person specification:

- Excellent IT skills and literacy with the ability to use applications such as docs, spreadsheets, slides, etc.
- Good standard of written English to be able to respond to email queries
- Experience of creating good quality minutes and minuting key meetings
- Customer focussed outlook with an ability to deal sensitively with a different range of people
- Ability to learn and pick up using new systems such as the online theatre box office (ticket source)
- Basic understanding of finance and invoicing
- Ability to set up administrative processes to create efficiencies in managing administrative tasks
- Ability to work as part of a team
- Self-motivated and able to work on their own initiative with minimal supervision
- Good communication skills and ability to keep the team up to date with progress or key items of importance
- A good understanding of Google workspace (Gmail, Google calendar, Drive, Docs) or willingness to learn
- A good understanding of Xero accounting software or willingness to learn
- The ability to work some hours in the Guiseley Theatre Building to show prospective community users the facilities, attend 1:1s and minute meetings as required.



To Apply

If you are interested in applying for this role please email a copy of your CV, references and a covering letter that outlines how you are a suitable candidate to joinus@guiseleytheatre.org. Please ensure your CV and covering letter demonstrate how you meet our personal specification.



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