

JOB DESCRIPTION



Job Title:	Administrator: Education and Outreach
Responsible to:	Executive Producer
Responsible for:	N/A
Location:	Production Studios, Edington Street, Glasgow

Main purpose of job

To provide proactive administration support to the Education and Outreach department, and assist the Executive Producer with a wide range of administrative duties to ensure the objectives of the department are being met. The Administrator will organise and update a variety of information required by the department and shared throughout the Company.

Key areas of responsibility

- To provide a comprehensive administration service for the department.
- To arrange travel and accommodation bookings for staff and freelance artists as required.
- To undertake adhoc Education and Outreach department related research as instructed by the Executive Producer and Director of Outreach & Education.
- To be responsible for collating project statistics for inclusion in reports to Senior Management, Scottish Opera's Fundraising department and external bodies.
- To be the department point of contact for the EPO system and assist colleagues with coding enquiries.
- To work as a member of the Education and Outreach team, developing and maintaining an awareness of the objectives and activities of the wider team as they relate to the role of Administrator.
- To work independently on own initiative to agreed deadlines.
- To plan, organise and prioritise own workload, whilst remaining calm under pressure.
- Document accurate minutes of all departmental meetings and circulate these and agreed action points in good time to meet priorities.

The Administrator will assist the Executive Producer in the following duties:

- Co-ordinating all Education Department employee related paperwork including, but not limited to, employee requisitions, new start and termination forms, all absence forms, notifications, holiday requests and training forms, in order to track and maintain employee records where appropriate, passing all information to the Executive Producer for authorisation and notification, and to Finance and Human Resources where applicable.
- Preparing the weekly and monthly fee remittance for freelance artists for authorisation by the Executive Producer, forwarding these to the Finance Department for processing.
- Producing the Education and Outreach department weekly schedule information for inclusion in the Company Call Sheet.

- Preparing and disseminating contracts and associated contractual documents as noted above, ensuring the tracker and payment schedule is up to date.
- Updating and monitoring departmental Health & Safety documentation.
- Ensuring project schedules are accurate, highlighting any concerns at the first opportunity.
- Sharing information with other departments as instructed.
- Maintaining an effective filing system (electronically and hard copy).
- Availability checking of artists as instructed.
- Collating and disseminating information for project participants as required.

Other Duties:

- Attendance at performances if required.
- Additional administrative duties relevant to the Education and Outreach Department

Person Specification

The post holder will be expected to possess the following skills and attributes:

- At least two years' experience in a general administrative role
- Possess an HNC or equivalent, demonstrated through relevant experience
- Excellent IT skills including good working knowledge of Microsoft Office
- Ability to work to a high level of accuracy and attention to detail
- Good interpersonal and communication skills
- Organisational skills
- A good level of literacy and numeracy
- A positive, proactive and flexible approach
- Diplomacy and initiative
- The ability to work effectively under pressure

A desire to gain experience in Arts Administration would be an advantage, but is not essential.

General terms and conditions

This role is a fixed term contract for a period of two years

Hours: 35 hours per week, from 9am to 5pm Monday to Friday, inclusive of 1-hour unpaid lunch break. There may be additional evening and weekend hours required outside of normal working hours, when TOIL will be applicable.

Annual salary: Admin Grade 3 - £ 19,333 per annum

Holidays: 25 days per annum plus 10 Public Holidays, pro rata

Probationary period: 3 months

Pension: You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the Company contributes 8%.