

# Streetwise Opera job pack

## Arts Administrator

### Background

Streetwise Opera is an award-winning national charity that uses music to help people make positive changes in their lives. Working with people who have experienced or are at risk of homelessness, we run workshop programmes across England and stage critically-acclaimed operas.

Our productions platform the skills of our performers in a professional arena, showing that whatever life throws at them, they can achieve great things. Underpinning these, our year-round workshop programme offers a unique source of creativity in lives where everything else can be changing.

Working across the organisation and reporting to the General Manager, the Arts Administrator is responsible for both the day-to-day running of our national workshop programme and the administration of the office. Though the role is primarily office-based, it also offers occasional opportunities to assist with workshops and events.

As an employer, Streetwise Opera offers a wide range of benefits including excellent professional development and training opportunities, season ticket loans and an employer pension scheme. You will be joining a friendly, committed and supportive staff team and have the opportunity to make a real difference to our ambitious and life-changing work.

If you would like to discuss the post, please call the Streetwise Opera office on 020 7730 9551 to speak to Tom Mansfield.

### Job description

**Job title:** Arts Administrator

**Location:** Victoria, London SW1

**Responsible to:** General Manager

**Salary:** £20,000

**Location:** Central London

**Hours:** Full-time

**Period:** 12-month fixed-term contract

**Closing date:** 28 June

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment, in consultation with the post-holder.

### Office Management

- Organise team meetings, including taking & distributing minutes
- Book rooms for meetings
- Act as the liaison for IT and communication systems consultants
- Act as the first point of contact for office enquiries via telephone and email
- Take messages, filing, photocopying as required
- Maintenance of the office space, office equipment and supplies, including refreshments and stationery
- Management of information databases, ensuring they are up-to-date and accurate

## **Workshop Programme**

- Input workshop attendance, feedback and other workshop information on our database
- Use database software to gather statistics for funding applications and organisational targets
- Provide administrative support for the workshop programme team
- Provide administrative and practical support on training days/events
- Ensure that all workshop leaders and support workers have the appropriate health and safety and safeguarding information and that if applicable, they are first-aid trained
- Book travel, accommodation, venues and catering for productions/events
- Assist with producing marketing materials for participant recruitment
- Attend workshops periodically

## **Finance**

- Process invoices
- Manage and reconcile petty cash
- Reconcile monthly company credit card statements
- Assist with administration for the annual financial audit

## **HR**

- Assist with staff recruitment
- Induct all new members of staff and volunteers to the office
- Collect and collate evaluation data for recruitment processes

## **Governance**

- Assist with preparation for Board meetings including booking rooms, collating Board papers and organising refreshments for Board meetings

*Streetwise Opera is an inclusive organisation and actively promotes equality. We welcome applications from a wide range of candidates, including those who have experienced homelessness. Candidates with a lived experience of homelessness who can demonstrate that they meet the essential criteria in the person specification will be guaranteed a first round interview. Please ensure that you communicate this clearly in your application.*

## Person specification

	Essential	Desirable
<b>Work experience</b>	Experience of working in an administrative role	Experience of working in the arts  Experience of working in the homelessness sector
<b>Professional skills and experience</b>	Proven interest in arts management  Excellent organisational skills with the ability to prioritise, multi-task and work well under pressure  Excellent written and verbal communication skills  Excellent numeracy skills  Proficient in the use of MS Office and able to learn new software packages quickly  Ability to 'trouble-shoot' and solve administrative and technical problems for the team quickly and efficiently	Experience of bookkeeping
<b>Interpersonal skills</b>	Able to work effectively on own initiative and as part of a team  High standards of performance  Meticulous attention to detail and accuracy  Methodical approach  Able to assimilate information quickly  Excellent interpersonal skills and ability to deal with a wide range of people in a professional manner  Intuitive and imaginative in finding solutions to problems  Enthusiastic, adaptable and reliable  Empathy with people who have experienced homelessness	
<b>Education</b>		Educated to Bachelor's degree level or equivalent