



JOB DESCRIPTION

Job Title: Administrative Assistant

Responsible to: Festival Director

Liaises with: Music Director
Production Manager
PR, marketing and social media freelancers
Interns and Volunteers

Responsible for: Occasionally responsible for volunteers and interns.

Working Pattern:

Starting at six hours per week, further hours to be determined, plus need for full-time availability during the festival. Occasional weekend work required.

Terms of pay:

£10 an hour to be paid at the end of each month, or the closest Friday to that date.

Holiday:

Annual leave is in line with statutory entitlement (not to be taken between 19th August and 11th October 2019).

Length of contract:

This is initially a temporary contract until 31st October 2019 but may be extended.

Key Task

To be responsible for the provision of efficient and effective administrative support to ensure a high quality festival, related events and activities.

Specific Tasks

- To provide general administrative assistance on all The Sensoria Festival Ltd activities.
- To provide bookkeeping support for the organisation including managing all invoicing, bookkeeping and reconciliation and to assist with credit control and payments.
- To liaise with artists and guests in relation to travel and accommodation, transport and production needs and make necessary arrangements / bookings.
- To assist in recruiting and deploying a team of volunteers, managing a rota to ensure full cover throughout the festival and associated events and ensuring that health and safety standards are met.
- To assist with fundraising and development duties including compiling, collating, proofing and filing reports. To help ensure sponsors and supporters receive all benefits offered.

- To assist with all aspects of publicising the festival including brochure production and proofing, distribution, PR activities, online and viral marketing and attendance at relevant meetings or functions.
- To provide an efficient, customer focused service for Sensoria delegates including answering queries, advising on the Festival and SensoriaPro Day programme, travel and accommodation.
- To liaise with filmmakers, distributors and agents on submissions, film transport and publicity materials.
- To provide word processing, spreadsheet, design or other computer based support as required.
- To be responsible for basic office duties including arranging and taking minutes at meetings, handling correspondence, managing stationery orders and stock, passing on delegate and artist enquiries etc. as appropriate.
- To undertake such other reasonable duties as may, from time to time, be required of the jobholder. This may include assistance with front of house duties during the festival.

PERSON SPECIFICATION

Knowledge and Experience

- Minimum of one year's experience in similar environment (events organisation) *essential*.
- Experience of working in an office environment *essential*.
- Experience of customer liaison *essential*.
- Interest in music and film, a good knowledge of Sheffield's music scene *desirable*.

Skills

- Good communicator with excellent organisational abilities *essential*.
- Flexible approach and ability to work on own initiative *essential*.
- Excellent interpersonal skills *essential*.
- Good level of familiarity with Microsoft Office and Mac-based software *essential*.
- Good accuracy and eye for detail *essential*.
- Good standard of numeracy *essential*.
- Familiarity with WordPress *desirable*.
- Photoshop skills *desirable*.

Personal Qualities

- Committed to the aims and values of Sensoria *essential*.
- Customer focused approach *essential*.
- Enthusiastic and tenacious *essential*.
- Must be willing to work full time and unsociable hours in the immediate run up and during the festival *essential*.
- Must be calm under pressure and be able to deal with multiple deadlines *essential*.

Some international and national travel may be involved.