



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 hours

Starting at 7 hours per week, further hours to be determined. We will need 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 17 August and 14 October 2020).

Length of contract:

This is initially a temporary contract until 31st October 2020 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 and to assist with credit control and payments.
- To ensure payroll, pension and all HMRC submissions are compliant and paid in a timely manner.
- 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 artists and guests in relation to travel and accommodation, transport and production needs.

- To systematically deal with and track cash handling including petty cash, floats and artist per diems during the festival.
- To assist with all aspects of publicising the festival including brochure production and proofing, distribution, PR activities, online marketing and attendance at relevant meetings or functions.
- To assist in recruiting and deploying a team of volunteers, ensuring full cover throughout the festival and associated events and ensuring that health and safety standards are met.
- 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, passing on delegate and artist enquiries etc. as appropriate.
- 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 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.
- Experience of working with payroll and pensions desirable.

Personal Qualities

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