

VINCENT DANCE THEATRE – RECRUITMENT PACK

COMPANY ADMINISTRATOR/PA (part time .8)

Thank you for your interest in the role of Company Administrator at Vincent Dance Theatre. Within this pack you will find an overview of the role, an introduction to Vincent Dance Theatre including our vision, a job description and a person specification.

Please note the deadline for application is **9am WEDNESDAY 26 FEBRUARY 2020**, with interviews for shortlisted applicants on **MONDAY 16 MARCH 2020**

Vincent Dance Theatre is committed to equal opportunities and ensuring our organisation is diverse. We are actively seeking applications from those that are currently under-represented including people from BAME backgrounds and/or those with disabilities.

HOW TO APPLY

Please email your completed application form to admin@vincentdt.com using the subject heading **Company Administrator/PA Application** no later than **9am WEDNESDAY 26 FEBRUARY 2020**.

If you have any questions or queries, please don't hesitate to call us on 01273 911616.



VINCENT DANCE THEATRE (VDT)

Founded in 1994 and led by Artistic Director/CEO Charlotte Vincent, Vincent Dance Theatre (VDT) produces powerful and engaging dance theatre work accompanied by extensive programmes of social engagement and professional development work.

'I can honestly say that I feel changed... It was a stunning production which I genuinely feel... should be seen by all young men.' Audience Member Shut Down 2017

Our mission is to make bold, distinctive dance theatre that embeds crucial questions of our time and to distribute this work **on stage, on film and across online platforms** to place this work at the heart of public debate.

In the last five years we have developed a unique and confident approach to integrating professional and non-professional practice in the research and making of the company's production work, whilst maintaining the visually striking, physically compelling and high-quality aesthetic that audiences have come to expect.

'It is a deeply uncomfortable work, made all the more so in Vincent's stroke of genius to cast four child performers alongside four adults..... The torch that Vincent shines on the dichotomies in modern life is searching.' Dance Tabs on Virgin Territory 2016

We deliver a year-round multi-layered programme of activity work locally, nationally & internationally across a range of platforms in theatres, galleries, arts centres, schools, universities and community settings, reaching over 200,00 audiences and over 2500 participants (2018/19).

'One of the most thought-provoking experiences that I have seen in a school: our students benefited greatly'. Head Teacher on VDT's School Residency

VDT's new work IN LOCO PARENTIS exploring the inner-worlds of care-experienced young people to demonstrate their extraordinary resilience, will premiere March 2020 before touring.

VDT is based in Brighton at New England House and has a core staff of five (CEO/ Artistic Director (f/t); General Manager (f/t); Participation & Digital Development Director (p/t); Finance Manager (p/t); Fundraising & Development Director(p/t)) plus a freelance Digital Marketing Officer and a Press & Marketing Consultant. The Company has a five strong Board of Trustees.

VDT is a National Portfolio Organisation funded by [Arts Council England](#); an Associate Company at [Brighton Dome](#) and a Dream Partner of Pavilion Dance South West.

Vincent Dance Theatre is a company limited by guarantee (England & Wales), registration number 4259502. Registered charity number 1091615. VAT registration number 772612331.

VINCENT DANCE THEATRE – ADMINISTRATOR/PA

VDT's Administrator/PA is a key position responsible for the day to day general administration of the company and supporting the work of the CEO/Artistic Director and a core staff of four. The post holder also supports the Board through meeting support and minute taking.



Job Title:	Administrator/PA (part time .8)
Responsible to:	Fundraising & Development Director. Will work closely with CEO/Artistic Director, General Manager and Participation & Digital Development Director.
Terms:	Fixed-term contract until 31 March 2022 (in line with current NPO funding).
Hours:	This is a part-time, fixed-term employment contract for up to 4 days per week (0.8 or 30 hours). The nature of the job will require the post holder to work outside of these hours on occasion as well as some evening and some weekend working for which no overtime is available.
Holiday Entitlement:	22.4 per year including all bank holidays and public holidays
Notice period:	One week during probation period 5 weeks thereafter
Probationary Period:	Two months
Office Base:	Vincent Dance Theatre offices, New England House, New England Street, Brighton BN1 4GH
Salary:	£20,000 pro rata
Benefits:	3% employer contribution to a statutory workplace pension scheme & flexible working after a satisfactory probation period.

MAIN DUTIES AND RESPONSIBILITIES:

General Administration

- To be the first port of call for the Company for incoming office calls & general emails
- To provide efficient and consistent general administrative support for the Company
- To service Board Meetings, printing & collating papers and minuting Board meetings
- To attend staff meetings, minuting & distributing action points as appropriate
- To maintain up-to-date shared electronic/paper filing systems
- To scan and photocopy documents for distribution when needed
- With the Finance Manager, manage VDT petty cash
- To book travel & accommodation for all company rehearsals, tours and non-tour activity
- To book any required auditions

Personal Assistant to the Artistic Director

- To manage the CEO/Artistic Director's diary
- To book all travel, accommodation, events for the CEO/ Artistic Director
- To make logistical arrangements & provide info sheets for CEO/Artistic Director's for delivery of (non-tour) activity
- To accompany the CEO/Artistic Director to meetings as appropriate, taking minutes & actions points

Managing the Company's Digital Administration

- To maintain and update the Company's core website www.vincentdt.com using sound, image and video editing tools (Garageband, iMovie, Photoshop) to edit content
- To maintain, update and store/file the Company's digital content across all platforms including Company images, Flickr and sound files
- To create and deliver digital content on the company's social media platforms, in-line with the Company activity and interests.

Managing the Company's Space in Brighton

- To manage VDT's Space & Equipment hire
- To maintain an organised storage space for set, props and technical kit
- To manage the office recycling & the ordering of office supplies
- To keep the office clean

Managing the Company's Data Entry

- To ensure that the Company database, mailing lists and electronic mail systems are maintained and up to date
- To gather and input statistics for evaluation reports from touring, participation, professional development and research work completed by the Company

Supporting the Administration of the Company's Participation Programme

- To research appropriate participant groups for VDT activity and maintain an up to date Participation Data Base
- To support Participation workshops, managing and following up appropriate mailouts
- To book travel & accommodation and buy workshop material as required

Any other duties reasonably required by the Line Manager and CEO/Artistic Director.

VDT ADMINISTRATOR PERSON SPECIFICATION

Essential

Experience

- Experience of working in administrative capacity
- Experience of working within a team
- Experience in diary management/PA work
- Experience in IT skills (word processing, spread sheets, data bases, e-mail, social media)
- Experience in working to deadlines and under pressure

Knowledge & skills

- Good written and verbal communication
- Good IT skills
- Excellent planning and organizational skills
- Good telephone manner
- Ability to prioritize

Personal attributes

- Ability to be self-motivated and work unsupervised
- Ability to work quickly and accurately with an eye for detail
- Ability to work with and respond to a range of colleagues
- Able to keep calm under pressure
- Enjoying and wanting to be an administrator

Desirable

- Having web content management experience
- Having skills in graphic design and image, sound and video/willing to learn
- Experience in taking minutes