



JOB DESCRIPTION & PERSON SPECIFICATION Administration Assistant

Arts at the Old Fire Station (AOFS) is an arts centre in the heart of Oxford. We focus on four things:

- Great art for the public
- Professional development of artists
- Building the confidence and skills of homeless people
- Creating an inclusive public space

The Old Fire Station building is shared by AOFS and Crisis Skylight Oxford who operate separate businesses but have a shared mission. Crisis Skylight is a service providing training and support to homeless people.

Essential to delivering our shared mission is the participation of Crisis members (homeless people using Crisis' services) in our work.

AOFS has grown substantially and now has a range of office and data inputting functions that need meticulous support across the areas of Bookings, Participation, HR, Marketing and Finance.

Organisational Relationship and Accountability:

Line managed by: Bookings and Administration Manager

Works closely with: Bookings Manager, Finance Manager, Deputy Director, Participation Co-ordinator and Marketing and Programming Manager and other colleagues in Arts at the Old Fire Station and Crisis.

Salary - £17,500 - pro rata.

Budget Responsibility: None

Key purpose

To carry out general administrative tasks for the company under the direction of the Bookings and Administration Manager, including responsibility for the collating of data for evaluation and audience development, cash handling and invoice processing. Ensuring accuracy of data at all stages of the process will be key to the success of this position.

Main duties and responsibilities

FINANCE

- Under guidance from our Finance Manager; Posting invoices into our Financial package (Quickbooks online)
- Assisting the Finance Manager in credit control processes, including Box Office settlement reports (Box Office system: Ticketsolve)
- Petty Cash processing and posted to Quick Books, ensuring there is enough float, and ensuring that the petty cash process is being followed
- Working closely with the Bookings Manager to ensure accurate invoicing for external hirers.
- Assisting the Shop Co-ordinator with the shop artist payment process.
- Ensuring the accurate recording of donations.

BOOKINGS

- Ensuring all booking enquires are responded to promptly. This includes phone enquires, email and booking forms.
- Maintaining a high level of customer service for bookings.
- Assisting in ensuring hirers receive timely reports on ticket sales.
- Shares responsibility with the Booking and Administration Manager with giving tours of the building.
- Liaising with the Artist Studios and ensuring their information is kept up-to-date.
- Assisting in research and development of the hires offer.
- Supporting the training of Office volunteers under the direction of the Bookings Manager.
- Assist with the quarterly PRS and PPL reports.

CONTRACTS

- Support the Bookings and Administration Manager with accurate contracting across the below areas;
 - Hires
 - Artist Studios
 - Human Resources
 - Shop artist and workshops
 - Gallery hires and workshops
 - Volunteers
 - Project contracts
 - Supplier contracts

PARTICIPATION

- Supporting the Participation Coordinator by ensuring accurate data capture inputted in excel forms.
- Providing administrative support to the external evaluation process.

HUMAN RESOURCES

- Support the Deputy Director with the recruitment process and administration.
- Support the Deputy Director in ensuring contracting of staff and volunteers.

MARKETING

- Working closely with the Marketing and Programme Manager to collate marketing copy and images to send to the designer of the Arts at the Old Fire Station's What's On guide.
- Support the Marketing Manager to ensure Listings (updates on shows) are posted online.

OFFICE

- Assisting with setting up and clearing of spaces.
- Supporting Crisis Members as part of our Arts Training Scheme
- Ensuring the smooth running of the office with administrative tasks such as filing, cashing up, ordering stationery and note taking

General:

- All staff are expected to be able to support and supervise volunteers and trainees on placement including Crisis members as part of our Training Scheme
- The Old Fire Station is a new and exciting development which requires an open, creative and flexible approach to the work. This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job

description will be reviewed with the post holder annually or at significant points for the organisation.

- The post-holder will be expected to carry out the duties of this post in accordance with the Old Fire Station’s policies and procedures and in line with all relevant insurance, legal, health and safety obligations.
- The post holder will have input into policy matters, strategies and business and artistic planning, as part of the partnership with Crisis Skylight and in line with the overall policy on inclusive and consultative practice.
- We are a small team, and all staff are expected to support work across the organisation in a practical way, not just in their own area of expertise.
- This is a new post and there will be opportunities to develop this role.

CONDITIONS OF SERVICE

- 37 hours.
- The post is subject to a six-month probationary period.
- There is an annual leave entitlement of 25 days’ pro rata plus Bank Holidays, some days to be taken at specified times during the year.
- A No Smoking policy is in operation and smoking is not permitted in the workplace.
- Work-related travelling expenses will be payable in line with the relevant conditions and rates agreed.

Person Specification

	Essential	Desirable
Knowledge	Working knowledge of Office Administration requirements.	Office administration experience.
Experience	Data Processing.	A variety of data systems experience.
	Working in an Office Environment.	Improving organisational systems.
	Excellent customer service.	Managing Petty Cash.
		Working in small team.
		Experience of a financial software package.
		Experience of finance processes including invoicing and credit control.
		Client liaison including phone calls, email and in person.

Skills		
	Excellent IT skills, including knowledge of MS Office (Excel, Word, Outlook, PowerPoint).	Excellent communication skills (verbal and written).
	Excellent organisational skills with a meticulous eye for detail and the ability to work to strict deadlines.	
	The ability to work under pressure, take instruction from multiple sources, prioritise and use initiative.	
Personal qualities	Understanding of and commitment to customer care.	Interest in the arts
	Ability to work alongside vulnerable people and artists.	
	A desire to provide the best level of service to everybody.	
	A willingness to undertake appropriate training.	
	Energy and enthusiasm to be a part of a new, unfolding project.	

Applications to recruitment@oldfirestation.org.uk by 10 am on Monday 4th February 2019.

Interviews on Monday 11th February 2019.

Alternatively, you can post your application to:

Recruitment, Arts at the Old Fire Station, 40 George Street, Oxford OX1 2AQ. Please include a covering letter and your C.V.