

A group of people are gathered at what appears to be a festival or community event. In the foreground, a man with dark hair and a beard, wearing a brown jacket and a rainbow-striped scarf, is looking towards a woman with blonde hair. The woman is wearing a floral dress and a white fur stole, and she is smiling. In the background, other people are visible, including a man with a beard and a woman with long dark hair. The scene is decorated with numerous colorful paper flags (red, orange, yellow, green, blue) hanging from above. The overall atmosphere is festive and community-oriented.

**OLD FIRE
STATION**

**Arts Administrator
(Programming and
Marketing)
Recruitment Pack**

About Old Fire Station, Oxford

The Old Fire Station is a centre for creativity in Oxford housing three organisations: the homelessness charity Crisis, the Old Fire Station (OFS) and Damascus Rose Kitchen (DRK). We share our building.

OFS encourages people from all backgrounds to understand and shape the world in which we live through stories, creativity and the arts, and by connecting with others.

ART IS FOR EVERYONE. EVERYONE HAS POTENTIAL.

See our latest impact report [here](#), and watch short videos about the OFS [here](#) and [here](#).

Learn more about our projects [Marmalade](#), [Offbeat](#), [Hidden Spire](#) and [Storytelling](#).

What we do

Produce and present across art forms

We want our reputation to be good-quality art, in person and online, which is aimed at adults, takes a risk, asks questions and entertains. We want our audiences to have fun and be open to new ideas and different people.

Help people to be creative

We want people to be able to write, sing, draw, devise, design, perform, move, make, imagine, play and create – physically and online – individually or with others and to a high standard. Creativity includes artistic practice but also extends to technology and science and imaginative thinking. We want people to tell their own stories using the medium that works best for them.

Support artists

We want early to mid-career artists from all disciplines to have access to the advice, networks and promotion they need to develop their practice as creatives and as facilitators of other people's creativity.

Include people facing tough times because of disadvantage

We share our building with the homelessness charity, Crisis. Through this partnership, we offer people who are homeless space to define themselves and choose their own labels by including them in the running of the centre. We also seek to include others who are socially isolated and disadvantaged. We do not focus on homelessness. We focus on what people who face disadvantage can offer.

Work with communities across Oxford

With Crisis, we offer a public space which is shared by very different people and helps to break down barriers and promote solidarity in Oxford. We will also work through partnerships beyond our building with different communities around Oxford.

What we consider in everything we do

Be human friendly

This means working with others to

- educate ourselves about healthy organisational culture and decision making
- take practical steps to develop honest supportive relationships within our team, with our volunteers, our partners and funders and with the public
- use our creativity to promote services founded on good quality relationships and learning

It also means having fun!

Experiment and Listen

To make great art and to achieve change we have to experiment and play.

This means taking risks, being prepared to fail and being able to adapt and respond.

It also means listening carefully to those with whom we work (especially to dissent), reflecting deeply on what we do and how we do it, and measuring impact primarily through storytelling.

Build financial resilience

This means ensuring that we are here for the long term by diversifying income streams, securing core and project funding, developing the business, minimising expenditure whilst delivering our mission and maintaining appropriate levels of reserves. It also means ensuring that those we work with are properly paid to help them become financially resilient.

Unlearn Discrimination

This means working with others to

- educate ourselves about racism and other forms of discrimination in cultural organisations (especially with regards to disability and class)
- take practical steps to become more representative of diverse communities
- use our creativity to explore diverse culture and challenge ignorance or abuse

Face the Climate Emergency

This means working with others to

- educate ourselves about the emergency
- take practical steps to reduce carbon emissions
- use our creativity to help our community face the challenges ahead



How do we do it?

We do all this by focussing on:

- good quality relationships
- listening and learning
- encouraging creativity and risk-taking
- offering a public space which is welcoming to all
- working collaboratively online, outside and elsewhere

Why is this needed?

Oxford is globally renowned for stunning heritage and outstanding research.

Oxford is also a place of disadvantage and inequality.

Oxford needs the Old Fire Station because it is about openness, inclusion, looking forward and different thinking.

The Old Fire Station acts as a bridge between sectors, organisations and people.



About the role

The person in this role will provide administrative and communications support for the creation and delivery of our theatre programme at the Old Fire Station (OFS). This includes communicating with potential performers, managing the booking and contract with the performer, setting up ticket sales, supporting the Marketing Manager to deliver publicity for the show and providing data and reporting to the Head of Programming in order to measure the success of the programme. You will need to have strong communication skills, be details-oriented and enjoy building good relationships with the performers and companies who work with us.

Salary: £21,641 (full time equivalent £27,051).

Benefits: Annual leave entitlement of 33 days (pro rata) including bank holidays.
Additional annual leave awarded for long service.
Free tickets to selected shows
Birthday coffee and cake voucher
Staff discount in the café
A pension is offered to all employees

Contract: This post is offered at 29.5 hours per week. Exact work pattern to be agreed, although we would strongly prefer hours to be worked over at least 4 days, ideally including Fridays.
The OFS supports flexible working and hybrid working.
Permanent role, subject to a 6-month probationary period.

Line managed by: Marketing Manager



Key responsibilities

Purpose of role

To provide administrative and communications support to the Head of Programming and Marketing Manager.

Programming Administration

1. Be the first point of contact for performers who have booked or would like to book the OFS Theatre. This includes:
 - Dealing promptly with enquiries by phone or email
 - Providing information requested by performers, or referring queries on to the appropriate member of staff
 - Requesting information needed by OFS
 - Liaising with companies about booking/release of company comps
 - Setting up discount codes
 - Participating in discussions with the Programming team about the overall programme
2. Managing the contracting and invoicing process with performers, ensuring that all formal documentation is accurate, processed in a timely manner and filed correctly.
3. Updating the public performance tracker, booking system (Artifax) and ticketing system (Ticketsolve) with accurate information about performances and ensuring any changes are made quickly.
4. Liaising closely with the Front of House team to ensure they have up to date information about performances
5. Monitoring programming data and providing regular reports as required to the Head of Programming
6. Providing Box Office reports to performers



Marketing support

7. Support the Marketing Manager in promoting performances and wider programme activity.
8. Create and schedule content for social media channels including Facebook and Instagram.
9. Update website content and event listings using WordPress.
10. Assist with the creation and distribution of email campaigns using Mailchimp.
11. Ensure printed material e.g. posters, flyers are available and up to date around the building
12. Gather marketing assets and information from performers.
13. Contribute ideas for promoting performances and growing audiences.
14. The post holder will have input into creative and business planning and strategies as part of an inclusive practice.

Selection Criteria

If you have all or most of these, please apply:

- Strong listening and communication skills; you will need to respond to a wide range of requests clearly, by email or phone
- Persuasiveness and perseverance: the ability to get the information you need, despite obstacles
- Attention to detail and accuracy
- Competent in using MS Office tools, in particular Excel for data collection and reporting
- Experience in using online event management/booking systems
- Experience of running social media accounts for an organisation
- Experience of updating websites (Wordpress experience is desirable)
- An aptitude for design and experience using Canva or other design tools
- An interest in performance and theatre
- Understanding of and commitment to the Old Fire Station's aims and values

Working at the Old Fire Station

- This contract is offered at 29. hours a week.
- The post is subject to a six-month probationary period.
- The OFS supports flexible working and hybrid working.
- As an equal opportunity employer, we recognise the diversity shortcomings of our industry and are committed to driving change and supporting employees to provide an inclusive workplace .
- We expect staff to have a commitment to unlearning discrimination in order to become a more inclusive organisation.
- We recognise the major impact that climate change is having on our world. We work as an organisation and with partners in the city towards a low-carbon sustainable Oxford. All staff are expected to share this responsibility and support this work.
- All staff are expected to be able to support and supervise volunteers and trainees on placements, including Crisis members as part of our Training Scheme.
- The Old Fire Station 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 fully comprehensive or restrictive. This job description will be reviewed with the post-holder annually.
- The post-holder will be expected to carry out the duties of this post in line with the Old Fire Station's policies and procedures and in line with all relevant insurance, legal, health and safety obligations.



How to apply and what to include

To apply, please send us your CV and complete the application form, which you can download from our website, to recruitment@oldfirestation.org.uk

If you require a printed copy of the application form, please email recruitment@oldfirestation.org.uk or call 01865 294606.

We recommend the software Speechify for reading aloud the job description and application form.

Application deadline: Tuesday 18th August 2026, 9am

The interview process will start the week commencing: 24th August 2026

You are welcome to contact the team for an informal discussion in advance - please email recruitment@oldfirestation.org.uk

We think it is important to hire people from a wide variety of backgrounds, representative of our society, not just because it is the right thing to do, but because it enriches the arts for all and makes us stronger as a team.

We welcome and encourage applications from individuals with lived experience of discrimination and disadvantage due to class, disability, ethnicity, gender identity and expression, neurodivergence, race and sexual orientation. Please tell us if you have this lived experience in your application. Based on this, if you meet the selection criteria, we are committed to offering you an interview.

We are keen to learn more about the barriers to inclusion and it would be really helpful if you could also fill in our [demographics monitoring form](#). This is anonymous and is for us to assess how well we are doing in terms of attracting applications from people who experience discrimination.





OLD FIRE STATION

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