

Part Time Administrative Assistant, Fire Exit Limited
Job Description and Information pack

Part Time (0.5) Administrative Assistant vacancy
£22,000 pro-rata. 20 hours per week.

Fire Exit seeks to appoint a skilled and experienced Administrative Assistant to join the small, dynamic team to progress this internationally focussed theatre company based in Glasgow.

Application and interviews

If you would like to apply for the position please submit a CV and cover letter via email to Mhari Hetherington at mhari@davidleddy.com. Please refer to the attached job description and person specification in your application. The deadline for applications is Monday 11 February 2013 at 17:00.

Interviews for this post will take place in Glasgow on Monday 18 February 2013.

Background – Fire Exit and David Leddy

Fire Exit produces the work of writer and director David Leddy who creates dramatic new writing that innovates, illuminates and invigorates. The work combines the intellectual stimulation of performance art and the dynamism of new digital technologies with the emotional drive of dramatic new writing.

David has been described as a 'theatrical maverick' with 'propensity for fearless experiment' by the *Financial Times* a 'site-specific genius' by *The Scotsman* and an Edinburgh fringe festival 'institution' by *The Independent*. Outside Scotland his work has been shown all over the world from Boston to Buenos Aires, Delhi to Milan, Sao Paulo to Santiago. Recent prizes include the Edinburgh International Festival Fringe Award, two different Herald Angel Awards and a Fringe First.

Recent shows include *Sub Rosa*, a gothic promenade piece in the backstage labyrinth of a Victorian theatre; *Susurrus*, where the audience followed a map around a botanic garden and listened to the piece on headphones; *White Tea*, which took place inside a huge paper box where the audience donned white paper kimonos and sipped Japanese tea as the actors performed around them and *Untitled Love Story* where the audience took part in a group meditation on love and art while following four interweaving stories set on the silky nocturnal waterways of Venice.

Fire Exit seeks to make extraordinary Scottish theatre. Over the next five years the company wants to become a "must see" theatre company in Scotland and internationally; to consolidate national and international touring circuits and co-production relationships; and to strengthen and develop our audience reach

The company is committed to creating cross-platform, interdisciplinary, daring, international theatre. The work draws on cultural theory and contemporary philosophy, often showing marginalised socio-political issues and groups, with particular emphasis on representation of women, sexual minorities and underrepresented people of colour and class.

Specific Aims

- Continue to experiment with innovative theatrical form
- Further develop a national and international profile
- Continue to develop a network of receiving venues and co-producers
- Exploit the existing repertoire
- Continue to contribute to capacity building within the Scottish theatre/arts sector through mentoring and education

More at www.davidleddy.com

Job description

Title	Administrative assistant, Fire Exit Limited
Reports to:	Producer and Artistic Director
Terms	Base salary: £22,000 per annum on a pro-rata basis. Part time (20 hours per week) Fixed term contract: 1 year.
Start date	01 April 2013
Purpose of the job	To support the Producer in fulfilling the administrative requirements of Fire Exit.
Office hours	Monday to Friday, 10:00 – 18:00 (2.5 days within these hours) The Admin Assistant may be required to work some evening and weekends including Sundays and occasional public holidays.

Responsibilities

Overall:

- To work in small dynamic team to develop and extend the range of Fire Exit's work;
- To work on the day-to-day administrative affairs of the company and office;
- To assist across a number of productions in the administration of presentation;
- To liaise with artists, co-producers, venues and other partners;
- To work on funding applications, sponsorship proposals and funding applications for both public funds and foundations;

Specific:

- To carry out financial administration and reporting as required;
- To answer correspondence and deal with enquiries;
- To co-ordinate office diary;
- To arrange training events, room bookings, travel & accommodation;
- To prepare reports and collate papers with the Producer for Board meetings;
- To manage payments, issue invoices, and update financial spreadsheets;
- To carry out all duties within parameters agreed with the Producer, Artistic Director and in accordance with appropriate internal and statutory procedures;
- To distribute evaluation surveys (internally and externally), collate data and report on findings;
- To keep abreast of new cultural policy developments, funding streams and programmes;
- To update the website;
- Working with the Producer to implement the marketing strategy (including managing marketing campaigns, co-ordinating mailouts, managing databases, creating an online presence, and arranging promotional events).

General requirements

- To contribute to the development of a professional working and learning environment
- To contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities
- To ensure adherence to the organisation's policies and procedures with particular reference to Equal Opportunities and Health and Safety
- To work in a flexible manner in line with the organisation's objectives and role and to be willing to undertake other duties as reasonably requested
- To provide excellent customer care in dealings with the public
- To deputise for senior colleagues as appropriate
- To develop Fire Exit's network of contacts
- To work for the benefit of Fire Exit at all times

Special conditions of the post:

Particular conditions of the job that the postholder must be willing/able to comply with in order to perform the job.

- An ability to travel as required
- A demonstrable commitment to and interest in the arts
- The ability to work occasional evenings and weekends as required
- Such other administrative duties, within the competence of the postholder, which may be reasonably required, from time to time.

Person specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• Knowledge of Scottish & UK arts organisations• Knowledge of Scottish arts funding• Knowledge of arts administration	<ul style="list-style-type: none">• Knowledge of cultural policy developments• An understanding or basic knowledge of marketing, sponsorship and artistic management as in a medium sized arts organisation.

Experience	<ul style="list-style-type: none"> • Two years' experience in administration in the arts or events • Some experience working on fundraising applications or campaigns • Some experience writing final reports for funders 	<ul style="list-style-type: none"> • Database management
Qualifications/ Training	<ul style="list-style-type: none"> • Educated to degree standard or equivalent with good literacy and numeracy skills 	
Skills	<ul style="list-style-type: none"> • Proven administration and organisational skills • Ability to work on own initiative and prioritise complex range of tasks • Financial skills and ability to run and report on budgets • Effective verbal and written communication • Ability to write grammatical and persuasive English • Ability to respond appropriately in person and on the telephone • Word processing skills • Knowledge of MS Office programmes, particularly Word and Excel • Understanding of marketing • Excellent computer skills • Ability to work with little day-to-day supervision. 	<ul style="list-style-type: none"> • Ability to work on balance sheets and understand the principles of accounting
Attributes	<ul style="list-style-type: none"> • Ability to remain calm under pressure 	<ul style="list-style-type: none"> • Ability to work both in Fire Exit's office as well as their own home base (when necessary)