

20 years of ravishing the senses



FULL TIME ADMINISTRATOR

Cryptic is looking for an enthusiastic and committed Administrator to join our small team. The successful candidate will assist in the delivery of Cryptic's artistic programme including our 20th anniversary celebrations. This job includes company and office administration plus PA to the Artistic Director.

You will have at least one year's experience in a similar position and will have the ability to work to tight deadlines and to respond in a flexible way to the changing demands of a small, busy arts company. Knowledge of the arts sector is not essential, but we are looking for a person who learns quickly and values excellence.

If you have any queries please contact Caroline Thomson, Head of Planning on **0141 354 0544** or email planning@cryptic.org.uk

Application Deadline: 9am on Friday 7th March 2014

Interviews: Tuesday 11th March 2014 in Glasgow

Cryptic is an Equal Opportunities Employer, Charity no. SC022476

This post is supported by Creative Scotland

www.cryptic.org.uk

www.sonic-a.co.uk

JOB DESCRIPTION

Responsible to: Head of Planning

Responsible for: N/A

Outline: The Administrator is an integral supportive position within Cryptic and will report to Head of Planning, assist the rest of the Cryptic team and act as PA to the Artistic Director.

General office management:

- First point of contact for all enquiries: email, telephone and in person;
- Prioritising, drafting and action correspondence;
- Maintaining office filing systems;
- Maintaining office supplies;
- IT skills both PC and MAC based including word, excel, access;
- Managing Mail and postage;
- Maintaining and developing filing systems;
- Maintaining the office diary;
- Manage the office IT systems, including updating software ;
- Minute taking at meetings when required.

20 years of ravishing the senses



FULL TIME ADMINISTRATOR

Company administration:

- Maintain schedules and contact lists;
- Budget and organise national and international accommodation and travel arrangements for all company members and visiting guests/artists, produce travel schedules and per diems request sheets;
- Welcoming visiting guests/artists – meeting at airports etc. and preparing & supplying welcome packs;
- Research countries being visited – population, politics, cultural practices and produce information packs;
- Assisting with tour management when required (UK & International);
- Overseeing the Company's store and other premises and managing Company's equipment;
- Providing papers/PowerPoint displays for the Artistic Director in advance of meetings and presentations;
- Undertaking research on behalf of the Artistic Director;
- Preparing and processing visa applications when necessary.

Marketing and press:

- Assist Marketing Manager to implement Cryptic's Communications Strategy;
- Assist with digital media campaigns including Twitter, Facebook, Vimeo etc.;
- Updating and Maintain mailing lists and databases (Excel, Access and Mailchimp).

Funding & sponsorship:

- Assist with the implementation of the fundraising strategy, including research.

Finance:

- General finance: paying and raising invoices and assisting the Finance Manager;
- Researching and placing orders;
- Petty cash.

Other:

- Networking at events;
- Assist the Artistic Director and Producer when required;
- Attendance at opening nights;
- Contributing to the overall development of Cryptic;
- Keeping up to date with developments in the arts;
- Assist in developing and implementing the Cryptic's Equal Opportunities Policy and any other policies or plans that Cryptic may introduce in the future;
- Undertaking any other duties as agreed are appropriate to the post.

This job description is a guide to the nature of the work required of the Administrator. It is not comprehensive or restrictive and may be reviewed with the post holder as required.

20 years of ravishing the senses



FULL TIME ADMINISTRATOR

PERSON SPECIFICATION

Essential:

- Qualified to degree level or at least 1 years experience in a similar position within the arts or administrative/office environment;
- Excellent IT skills including Word, Outlook, Access and Excel;
- Excellent communication skills, both written and verbal;
- Sound numerical and financial ability;
- Strong organisational skills;
- Ability to multi-task, set priorities, manage own time and workload and meet deadlines in a fast-paced and high pressure environment;
- Attention to detail;
- Ability to problem solve;
- Quick and accurate learner;
- Ability to work in a team and be self-motivated;
- Confidence and good networking skills;
- Willingness to travel throughout UK and Internationally;
- Enthusiasm and passion for the arts;
- A strong personality and sense of humour is essential;
- Hard working and committed to the company;
- Commitment to equal opportunities and access to the arts for all.

Desirable:

- Filming and editing experience;
- Photography experience;
- Knowledge of Scottish and/or international theatre;
- Experience working with a touring arts organisation;
- Languages;
- Driving Licence.

Contract

This position will be offered on a six month probation period after which a review will take place.

Salary

IRO £16,000 - £18,000 depending on experience.

Pension

Cryptic will contribute to a private pension after one year of service.

Holiday

Cryptic's holiday year runs from 1 January to 31 December. The basic annual holiday entitlement with pay is 20 days per year in addition to authorised public holidays. Annually an extra one day's holiday is accrued per full year of employment, up to a maximum of 5 days. 11 Public holidays are given.

20 years of ravishing the senses



FULL TIME ADMINISTRATOR

Hours

Office hours are between 9.30am and 6.00pm, Monday to Friday, with an hour for lunch. Occasional evening and weekend work is required plus attendance at Cryptic performances. The team are also expected to attend cultural events out of work hours, which could include performances, concerts, dance, film or operas.