

## Administrator (Full Time)

**Salary:** £25,500

**Hours:** Full Time 37.5hrs per week. Occasional evening and weekend working will be required to attend and deliver events. A time-off-in-lieu policy is in place.

**Contract:** Permanent with a 3 month probation period.

**Location:** Cryptic Office, CCA, Glasgow City Centre. Cryptic is committed to flexible working with the aim of meeting both its and employees' needs including home working or working in another location, some of the time; Compressed hours and core hours with flexible start and finish times. This post is not suitable for job share.

**Deadline for applications:** Monday 16 February 2026 at noon

**Interviews:** Week beginning 23 February 2026

**Start Date:** ASAP

**Supported by:** Creative Scotland

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### About the Role

Join a dynamic, internationally recognised arts company. No two days are the same—one day you might be organising an artist's trip to Argentina, the next supporting our Cryptic Nights programme or assisting with finances.

You'll play a vital part in ensuring our busy office runs smoothly, supporting our full team across key programmes: **Cryptic Nights**, **Cryptic Artists** and **Sonica Glasgow**.

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### Key Responsibilities

#### Office & Admin

- Be the first point of contact (phone, email, in-person)
- Schedule meetings, register for events, manage room hire
- Maintain filing systems (Dropbox) and diaries
- Manage IT, provide technical support and liaise with external IT support (Mac and PC based)
- Managing mail and office supplies and stationery
- Take minutes when required

#### Artist & Project Support

- Organise and budget travel, accommodation, and schedules for UK/international artists and the Cryptic team
- Welcoming visiting artists and guests plus compile travel packs, per diem forms and welcome packs
- Help coordinate artist tours and residencies
- Support in preparing presentations and reports
- Oversee the company stores and equipment
- Attending opening nights

## **Finance**

- Assist with expense logging, petty cash and procurement
- Support the Finance Manager and Executive Producer with record-keeping

## **Fundraising**

- Help implement our fundraising strategy through research and contribution to applications

## **Company Support**

- Maintain key documents and contact lists
- Renew memberships and subscriptions
- Attending networking events
- Assist with the application of VISA's, Carnets and Certificates of Sponsorship
- Assisting in developing and implementing the Cryptic's IDEA (Inclusion, Diversity, Equalities and Access) policy and any other policies or plans that Cryptic may introduce in the future
- Assist the full team with administrative support
- Direct support for the Artistic Director and Executive Producer

## **Environmental**

- Support Cryptic's Green Champion with the update and implementation of Cryptic's Environmental Policies and Plans
- Recording all company travel through Claim Expenses
- Representing Cryptic at events, working groups and networks when required
- Attending training and updating core team

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.

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## **If you have the following we would like to hear from you:**

- At least 1 year of arts administration experience or similar experience within another sector
- Strong organisation and time-management skills and can work in a busy fast paced office environment
- Confident with MS Office (Word, Excel, PowerPoint/Keynote), Dropbox, Mac Mail and ChatGPT
- Good written and verbal communication
- Able to work independently and within a small team
- Comfortable handling finance tasks
- Experience in travel booking and happy to travel if needed
- A passion for the arts and a commitment to inclusivity

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## Benefits

- 20 days annual leave plus 11 public holidays, birthday off and office closure between Christmas and New Year
- Extra holiday day for each full year worked (up to 5 extra days)
- Auto-enrolment pension total contribution 8% (5% employee/3% employer)
- Complimentary tickets to attend Cryptic performances
- Training and development opportunities
- Tea and Coffee provided within the office
- Flexible working options
- Access to support services from Health Assured
- Supportive, inclusive and creative environment

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Cryptic is committed to Inclusion, Diversity, Equality and Accessibility and is a Disability Confident Employer and guarantee an interview to applicants who meet the Essential Experience and Skills for this role.

We're particularly keen to support applications from those who are underrepresented in the sector, including those who are or identify as:

- Black, Asian or ethnically diverse
- D/deaf or disabled
- Women and gender expansive
- LGBTQIA+
- have caring responsibilities
- from a working class or low-income background artists

If you have any access requirements that you would like us to know about, please include these in your application. We will ensure that access requirements are not a factor in our decision making.

## Application

We understand that the application process can present different challenges. We want all candidates to be able to present themselves as confidently as possible. We want to hear about you and get a sense of how you would like to do this role, so please do let us know of anything we can do as a company to support you through this application process.

As alternatives to the online application form, we will accept:

- Video or audio applications (submitted through our online application form or via email);
- Word document form (to be filled and returned to us by post or email).

This information and the application form is also available in Screen reader accessible PDFs, Large print etc. Please contact [projects@cryptic.org.uk](mailto:projects@cryptic.org.uk)

Link to online application form [here](#)

To work on your application offline, you can download our application form [here](#)

In addition, we can offer:

- An extension for application deadlines, if you need access support.
- An agreed contribution for your access support.

**Data Protection:** If you apply for a job at Cryptic, we will need to collect certain personal data and special category data as part of your application. By providing information within your application, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position applied for. If your application is unsuccessful, our policy is to delete/destroy the application six months after the closing date. If we feel that your details would be useful to keep for a longer period, should an appropriate position arise in the future, we will seek your permission to maintain these records for longer than six months.

Cryptic is an equal opportunities employer and we are committed to promoting diverse, equal and inclusive spaces and welcome applications from people of all sectors of the community.