



We are a theatre company based in the North of England creating and touring new work as well as large-scale theatre events.

At Proper Job we are passionate about continuously developing projects that excite us, fire our curiosity and expand our imagination.



Administrator and Project Coordinator

Job Description

Administrator and Project Coordinator

PURPOSE OF THE POST:

- To provide administrative and financial support to key PJTC staff
- To enable the smooth running of the company office
- To enable the company to fulfill its aims, policies and activities as outlined in the business plan.

MAIN DUTIES AND RESPONSIBILITIES:

General office and administrative duties

- To administrate all aspects of Proper Job Theatre Co's activity including production, participation, research, professional development projects, tours, auditions, recruitment processes and board activity
- To be the first port of call for the company and to administrate general enquiries via email and phone
- To administrate the updating of Proper Job Theatre Company's website, www.properjob.org.uk
- To collect, post and distribute mail
- To take messages, communicate information and answer telephone enquiries
- To maintain and develop efficient filing systems
- To review, develop, maintain and update electronic company database systems and mailing lists
- To upgrade and maintain office software systems
- To maintain computer networking and back up systems and upgrade when necessary
- To maintain the office telephone system
- To photocopy documents for distribution when needed
- To coordinate the company diary, maintain and update the company activity schedule and distribute information
- To keep the office efficiently run, tidy and organised
- To keep the office well stocked with stationery and office supplies

Administrator and Project Coordinator

MAIN DUTIES AND RESPONSIBILITIES (cont.):

Project coordination

- To provide clear, accurate and up to date information and schedules regarding company projects to enable PJTC staff and performers to deliver them effectively and on time
- To book all accommodation and travel for projects taking place
- To devise clear and effective schedules for company activity and distribute to company members
- To manage the production of and maintain stocks of PJTC's work on digital recordings
- To communicate effectively with venues and funders when necessary.

Basic Marketing

- To support the Directors and Project Managers by writing direct mail letters, implementing mail outs, designing and sending out e- flyers, writing and distributing e-newsletters, maintaining / updating PJTC's social networking sites, managing design and print of tour publicity
- To administrate, manage and regularly update all social media sites such as facebook, linked in and twitter with the intention of increasing the companies reach
- To be aware of developing social media and ensure that PJTC are part of any new developments

Website management

- Maintain the company's website, posting regular news items and liaising with PJTC's Website Manager to ensure the site is up to date with projects, latest news, biogs, blogs, recruitment, news etc.

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MAIN DUTIES AND RESPONSIBILITIES (cont.):

Finance

- Liaise with the Finance Manager to maintain, update and efficiently run financial systems

Evaluation

- To gather statistics for evaluation purposes from touring, participation, community projects and research work for use in external reports for funders and other agencies and internally

Meetings

- Preparing, coordinating, attending, minuting and servicing board meetings and company meetings
- Attend and minute staff meetings distributing action points if necessary

Advocacy

- Attend events, conferences, meetings, performances and community projects and play an active role in raising the profile of PJTC and its aims and objectives
- Help to maintain existing relationships with funders, partners, venues, commissioners and other related organisations
- Plus any other duties as reasonably requested by the Directors and Project Managers

CONTACT

For more information please call 01484 514 687

Or email: mail@properjob.org.uk

www.properjob.org.uk

 facebook

 twitter

 youtube

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