

**Job Title:** Office Manager  
**Salary:** £20-24k dependent on experience  
**Contract:** Full time, permanent after initial probation  
**Location:** Bristol – office based  
**Hours:** 9am–5.30pm weekdays.

## **ABOUT CIRQUE BIJOU**

Cirque Bijou is a dynamic and exciting circus and outdoor arts production company with a wide portfolio of clients across the arts, festivals, commercial entertainment and corporate events industries. Nationally respected as creators of high quality performance, the company is supported by a mixed and developing economy of generated and raised income.

The company is led by its two founding Artistic Directors, and supported by a team of 3 producers and a Finance and Production Assistant, working with a large pool of freelance artists, technicians and other suppliers.

**An exciting opportunity has arisen to join Cirque Bijou's team in a new supporting role at a time of growth and development for the company.**

The newly created role of Office Manager is designed to support the team internally and manage our systems and processes to ensure the company is working as efficiently as possible. Responsible for the day to day running of an office and providing efficient administrative support for our small and passionate staff team, the Office Manager will be a central point between all members of staff and a first point of contact for clients and other contacts.

A job for an extremely organised and proactive multi-tasker, it requires an abundance of energy, resourcefulness, an ability to multitask and a keen eye for detail. This role offers a high level of responsibility and autonomy in a busy and sometimes pressurised environment and so the ability to keep your head and manage your time and competing priorities is essential.

## **MAIN RESPONSIBILITIES**

- Answering phone and email enquiries - logging details and passing to correct team member, ensuring details are noted and workflow is clear
- Supporting company team with administration, research and planning
- Keeping company systems, diary, filing and ICT, tidy and up to date
- Maintenance of company databases: contacts, enquiries, clients, artists
- Ensuring office working space is well organised – taking responsibility for post/stationery/meeting space bookings/HR records etc
- HR – manage company policies and procedures including staff hours, holidays, training, reviews.
- Line management of cleaner, warehouse manager and other freelance contractors

- Taking company meeting minutes, disseminating and checking action points are highlighted and fulfilled

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>Minimum 3 years in an office management position, or similar</p> <p>Knowledge and experience of HR best practice</p> <p>Excellent communication skills</p> <p>A proactive, positive and confident team member used to supporting others and working with colleagues on all levels</p> <p>Effective decision maker and resourceful problem solver</p> <p>Excellent attention to detail with an aptitude for logistics and technical details</p> <p>Ability to work independently under pressure managing time, competing priorities and resources in a structured way</p> <p>Excellent IT knowledge including Mac programs and presentation software</p> <p>Experience of designing and implementing effective new office systems</p> <p>Takes pride in and responsibility for own work</p>	<p>Experience working in an arts/events environment</p> <p>Experience of working on large-scale commercial and/or public events</p> <p>Experience managing large teams of staff / crew</p> <p>Line management experience</p> <p>Project or business management experience</p> <p>Experience managing budgets</p> <p>Experience managing business or building operations</p> <p>Knowledge of accounting systems including SAGE</p>

To apply please fill in the application form. Send your application to [thea@cirquebijou.co.uk](mailto:thea@cirquebijou.co.uk) You can alternatively send us a 2-3 minute video application answering the questions asked on the form.

We are committed to accessible working. Please let us know in your application if there would be any specific support you would require to enable you to undertake this role.

**Deadline:** Monday 15<sup>th</sup> May at 9am

**Interviews:** Thursday 18<sup>th</sup> May