

ARTS ADMINISTRATOR

(Maternity Cover)

We are looking for an exceptional Arts Administrator to support our small, passionate team across all the company's projects.

Salary: £20-24k per annum, dependent on experience
Contract: Full time, maternity cover (minimum 1 year)
Location: Bristol – office based
Hours: 9.00am-5.30pm, Monday-Friday

ABOUT CIRQUE BIJOU

Cirque Bijou pushes the boundaries of contemporary circus, street theatre and spectacle, seeking out the new, unexpected and extraordinary to create unforgettable and exquisitely-crafted shows for any stage or space.

We are leaders in the creation of innovative and groundbreaking shows with and for communities and clients worldwide, with emerging and world class artists, and for audiences of fifty to tens of thousands.

Our varied portfolio spans contemporary circus, spectacle and street theatre for arts and commercial festivals, public and private commissions, corporate events and parties, and rock and roll and stadium tours. We are experts in creating new artistic work with high production values for large-scale commissions.

A key project of the company is [Extraordinary Bodies](#), an Arts Council-funded partnership project that is leading the way for integrated circus in the UK.

THE ROLE

Responsible for the day-to-day running of a busy office, the Arts Administrator is a central point between all members of staff and a first point of contact for artists, clients and creative partners.

A job for an extremely organised, practical and proactive multi-tasker, it requires an abundance of confidence, resourcefulness, a head for numbers, and a keen eye for detail. This role offers autonomy and responsibility in a busy and often pressurised environment so the ability to prioritise efficiently and communicate effectively is key.

The role of the Arts Administrator is hugely varied and will allow the post-holder to learn about and support the running of the company at every level. It is an exciting opportunity to take a pivotal role in a successful, growing company and to bring your own unique skills to complement those of our small, hardworking and passionate team.

A certain proportion of the Arts Administrator's time will be devoted specifically to work on the company's ground-breaking project Extraordinary Bodies, the UK's leading integrated professional circus company, in partnership with another organisation, Diverse City. There is also time allotted to supporting with marketing and with finance, so we are looking for a real all-rounder who can show commitment and enthusiasm to a wide range of tasks and responsibilities.



MAIN RESPONSIBILITIES

- Being the first point of contact for telephone and email enquiries. This could include anything from finding out useful information from important new clients to offering directions and scheduling information to a contracted artist. Taking and passing on messages, checking progress of enquiries.
- Supporting the team with administration, research and planning across a very wide range of projects, obtaining quotes and accurate information in a timely manner and reporting back to team as required.
- Scheduling internal and external meetings as required. Careful and accurate minute taking, following up on action points.
- Managing and negotiating artists availability, contracts, travel, accommodation and access requirements with sensitivity and clarity, keeping notes and taking responsibility for your communications and actions.
- Ultimately responsible for keeping company diary, systems, filing and ICT, tidy, secure and up to date. Developing and improving our systems where appropriate.
- Maintenance and development of company databases: contacts, enquiries, clients, artists.
- Ensuring the office working space is well organised – taking responsibility for post/stationery/meeting space bookings etc.
- Line management of cleaner and other operational freelance contractors.
- Oversight of administration relating to company vehicles.
- Oversight of offsite storage unit, including organising maintenance of props, costumes and other equipment in a timely manner.
- Assisting with financial data input, collating and filing invoices and generating sales invoices as appropriate.
- Assisting with marketing – especially research, social media scheduling, E-newsletters, updating the website and management of media files.

PERSON SPECIFICATION

Essential

- 🕒 Demonstrable administration and planning experience at a high level
- 🕒 Experience working in an arts/events environment
- 🕒 Excellent communication skills – ability to liaise between clients, artists, crew and team members appropriately and responsibly, representing the company’s best interests
- 🕒 A proactive, positive and confident team member used to supporting others and working with colleagues on all levels
- 🕒 Excellent attention to detail with an aptitude for logistics and technical details
- 🕒 Ability to work independently under pressure managing time, competing priorities and resources in a structured way
- 🕒 Effective decision maker and resourceful problem solver
- 🕒 Excellent IT knowledge including Mac programs, spreadsheets, database management and social media
- 🕒 An interest in and understanding of the company and the scope of our work

Additionally useful

- 🕒 Project or business management experience
- 🕒 Experience of designing and implementing office systems
- 🕒 Interest in inclusive working practices and/or experience planning access provision
- 🕒 Line management and/or team leadership experience
- 🕒 Knowledge of accounting systems
- 🕒 Experience / interest in marketing and social media
- 🕒 Experience writing copy for marketing materials
- 🕒 Experience managing budgets
- 🕒 Experience managing building operations or running an office
- 🕒 Experience of developing visual presentations using keynote or powerpoint
- 🕒 Knowledge of health and safety best practice, both in an office environment and onsite

FURTHER INFORMATION

Company Ethos

Cirque Bijou are committed to sustainability, diversity, equality and accessibility in all that we do. We take pride in training and developing our staff. This role will specifically include training around inclusive practise in circus and live performance.

Access

D/deaf and disabled applicants fulfilling the basic criteria for the role will be interviewed. If you have any specific access requirements for the interview, or foresee any barriers to the proposed way of working, please specify if you are invited to interview.

How to apply

Please send us your **CV** (no more than 2 sides of A4) detailing relevant work experience and qualifications that recommend you for this role.

Please also send us a [Vimeo](#) link to a **3 minute video** (e.g recording to a smartphone camera), telling us why you are applying for this position and why you are suitable for the role. We are not accepting written cover letters for this role.

Your application should be sent to office@cirquebijou.co.uk.

<p>Deadline: Monday 9th December 2019, 9am Interviews: Wednesday 11th December 2019, Bristol</p>
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If you have any questions regarding the role or would like to speak to someone in advance of applying, please call our office on **0117 902 9730** and speak to Kate.

What happens next

If you are shortlisted, we will contact you via email and/or telephone to invite you to interview. At this point, we will ask you to provide details of two professional references, who we will not contact except if we later decide to offer you the job. We will ask you to undertake a short excel test prior to your interview.

Thank you for your interest in this role and we look forward to receiving your application.

