

ARTS ADMINISTRATOR

We are looking for a brilliant Arts Administrator to join and support our busy and creative team

Pay:	£25,000 pro rata, per annum
Contract:	1 year fixed term, with view to extend
Location:	Bristol – office based
Hours:	24 hours per week

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.

THE ROLE

We are looking for an enthusiastic, highly organised and proactive individual to join us as Arts Administrator. Reporting to our Company Manager, you will be responsible for supporting the Company with the provision of general administration, office management and a range of marketing tasks.

An office-based role within a small, hardworking team, this is a job for an extremely organised, practical, and proactive multi-tasker who has the ability to prioritise efficiently and communicate effectively. We are looking for an all-rounder who is a whizz with spreadsheets, has experience and flair using social media platforms, and can show commitment and enthusiasm to a wide range of tasks and responsibilities.

MAIN RESPONSIBILITIES

- Provide general administrative support including answer incoming calls, research and order supplies and input financial data.
- Ensure the office working space and shared kitchen is well organised, clean and tidy.
- Keep our computer-based diary, systems, databases and filing tidy, secure and up to date. Maintain, develop and improve systems where appropriate.
- Schedule internal and external meetings. Provide careful and accurate minute taking and follow up on action points.
- Support the team with job-specific tasks, such as research, obtaining quotes, liaising with artists and crew, drafting contracts, booking accommodation, arranging travel.
- Plan, create and schedule social media posts and campaigns on multiple platforms and engage with our online community.
- Assist with the creation and distribution of E-newsletters, write news posts and keep our website up to date.
- Assist with the Company's new business planning - update client contact lists, source material for proposals, and send out targeted emails.

PERSON SPECIFICATION

Essential

- Excellent communication skills
- Self-motivated and dynamic - a proactive, positive and confident team member
- Highly organised with excellent attention to detail
- Ability to work independently under pressure, managing competing priorities in a structured way
- Knowledgeable and confident using IT systems including Mac programmes, cloud-based software, and ExCel
- Experience using a variety of social media platforms

Additionally Useful

- An understanding or interest in circus, live event production or theatre
- Experience using online applications such as Wordpress, Dropbox, Canva, Vimeo, Mylio, Xero
- Copywriting skills and a creative eye
- Enthusiasm for and experience with marketing

FURTHER INFORMATION

Company Ethos

Cirque Bijou are committed to sustainability, diversity, equality and accessibility in all that we do. We value all our artists and crew, and it is important to us that everyone who works with us is well looked after, feels they are part of the team and are supported to do their best work whilst contracted to us. Our core team has a lot of collective experience, and we are always on hand to give help and advice if required.

Our offices are located in a friendly community in the heart of Easton, Bristol, amongst cafes and shops, with good transport links.

Access

If you are invited to interview and have any specific access requirements for the interview or foresee any barriers to the proposed way of working, please discuss this with us.

How to apply

Please send us your **CV** (max 2 pages) detailing relevant work experience and qualifications that recommend you for this role. Please also send us either a **cover letter** (max 1 page) or a **video link** (max 2 mins recording to a smartphone camera), explaining how you fit our criteria and why you are suitable for the role.

Send your application to rachel@cirquebijou.co.uk

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 Rachel.

Deadline: Monday 24 Feb, 08:00
Interviews: Thursday 6 Mar, in Bristol

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.

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