



ADMINISTRATOR JOB DESCRIPTION

About Us

Cheek by Jowl is the international theatre company of Declan Donnellan and Nick Ormerod. Since it was founded in 1981, the company has been invited to perform in over 400 cities and 50 countries across the world and produces work in multiple languages.

Prioritising a search for life in the actor's work, the company has established an international reputation for bringing 'fresh life to the classics using intense, vivid performances like a laser of light to set the text ablaze' (The Guardian).

The company is an Artistic Associate of the Barbican in London, where its producing base is located.

Overall Purpose and Role

To provide administrative support for all Cheek by Jowl activities including daily running of the Cheek by Jowl office, tour administration and event management for company and artist events. This role has a particular focus on marketing support and responsibility for our online and social media platforms.

The post is line managed by the General Manager, with regular interaction with the Artistic Directors, the Executive Director and the Marketing Consultant. The Administrator's workflow fluctuates depending on the production creation cycle. The ability to work in another European language is desirable for this role, but not essential.

Job Description

Office Administration

- Acting as first point of contact for all enquiries into the organisation, including monitoring and responding to general info and event mailboxes;
- Managing and trouble-shooting IT systems and support services;
- Managing effective online and paper filing systems;
- Keeping the office and any storage areas tidy and presentable and ensuring the office is adequately stocked with equipment and supplies;
- Administrating and minuting board meetings, including scheduling meetings, arranging any logistics and facilitating the timely circulation of papers and minutes;
- Managing office petty cash and overseeing tour petty cash receipts and expense claim forms;
- Ensuring invoices are paid in a timely fashion;
- Other office administration and finance support duties as advised from time to time by your Line Manager.

Production / Events

- Researching and assisting with tour administration, travel and accommodation. Sending out itineraries and supporting with tour documentation (including visas, A1s and licences) and other paperwork as required by the venues;
- Arranging hospitality, entertainment and gifts for the company, partners, venues and office on and off tour;
- Maintaining and managing office and invitation databases and collating RSVPs;
- Planning and organising events surrounding the productions including pre-show talks, and artist development workshops;
- Coordinating requests and activities for our education work and workshops and assisting with their promotion as required.

Marketing Administration

- Updating and maintaining Cheek by Jowl's social media accounts in line with marketing strategy, creating new content and scheduling posts;
- Ensuring the Cheek by Jowl website is kept up-to-date and information is refreshed as needed;
- Collating statistics and sales figures from venues, and organising post show surveys and audience feedback;
- Liaising with the Artistic Directors and Marketing Consultant to support on production campaigns, including writing and sending newsletters, proofing copy, coordinating print, web and e-marketing runs;
- Arranging production photo shoots and filming with guidance from Artistic and Executive Directors and disseminating approved materials to venues;
- Assisting with administration of press enquiries, logging and disseminating press reviews and identifying quotes for promotion;
- Assisting with the creation and promotion of digital projects and livestreams.

Archive

- Maintaining the office archive and ensuring physical production materials within the office are kept orderly and tidy;
- Keeping digital archive up to date, finding and adding new materials independently.

Fundraising

- Updating and ensuring effective use of the fundraising database;
- Supporting the Executive Director with communications to Friends and Patrons, including sending regular updates, invitations and RSVP's;
- Planning and organising events to support fundraising activity.

Other

- Attending at Cheek by Jowl events and relevant industry events;
- Undertaking any other duties as may reasonably be required.

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of this as operationally required and at the discretion of their Line Manager.

Personal Specification	Essential	Desirable
Skills		
Excellent written English, including a good handle on grammar, style and punctuation, with an ability to write and edit copy	X	
High level of IT literacy including Microsoft Word and Excel and IT trouble-shooting	X	
High level of numeracy and confidence dealing with figures	X	
Excellent time management and the ability to work to deadlines	X	
Excellent interpersonal skills	X	
Attributes		
Strong attention to detail	X	
Proven interest in theatre / live performance	X	
Ability to support, and work with, a small team in a pressurised environment	X	
Knowledge		
High level of business Spanish or Italian		X
Knowledge of a range of social media and digital platforms and technologies	X	
Working knowledge of other language, particularly French or Russian		X
Video editing / photoshop skills		X
Experience		
Experience of using databases		X
Experience of bookkeeping and basic accounting		X
Experience of translation work		X
Experience managing social media platforms for a business or project	X	

Terms of Employment

Contract type: Permanent

Salary: £23,000 per annum

Annual Leave: 22 days a year, plus bank holidays (increasing to 23 days after one year of service and to 24 days after two years of service)

Probation Period: 3 months

Pension: 3% employer contribution

Notice Period: 2 months, after the end of probation period (1 month during probation)

Place of work: Cheek by Jowl's office is located at the Barbican, Silk Street, London, EC2Y 8DS

Working hours: Office hours are Monday to Friday, generally 10am – 6pm

In addition, evening / occasional weekend work and travel may be required and should be considered as part of the terms and conditions of the job. In agreement with Line Manager time off in lieu may be offered as deemed appropriate for such work.

How to apply

Applications should consist of:

- CV
- Covering letter outlining why you are applying for the job and how you meet the personal specification (no more than two A4 pages)

- Equal Opportunities Monitoring Form (optional)

All applications should be sent to:

jobs@cheekbyjowl.com

Or

Cheek by Jowl Theatre Company

c/o Stage Door, Barbican Centre, Silk Street, London, EC2Y 8DS

Marked: Recruitment

If you require this document in a different format, please let us know, by calling 020 7382 2391, or emailing jobs@cheekbyjowl.com.

Timeline

Closing date for applications is **midday on Friday 24 May 2019**.

First interviews to be held on Wednesday 29 May (with follow-up interviews on Friday 31st May for short-listed candidates).

Start date – Monday 1st July 2019

Cheek by Jowl is committed to equality of opportunity and welcomes applicants from all backgrounds including those currently under represented in the arts. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates. If you have any accessibility or support requirements, you can let us know at this stage if you wish.