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| Job Title: | Admin Officer | Travel Required: | On Occasion |
| Location: | Norwich Arts Centre | Position Type: | 32 hours per week5 daysMonday to FridayPermanent |
| Current Salary: | Real Living Wage | Start Date: | TBC |
| HR Contact: | Bradley Glasspoole | Posting Expires: | N/A |
| Training: | Training is available | Responsible to: | Senior Management Team(SMT) |
| Job Description |
| **Information**page1image32175232Internationally recognised and at the heart of Norwich’s cultural community, Norwich Arts Centre is a contemporary arts venue that delivers a daily programme of live music, theatre, dance, live art, visual art, literature and comedy. We are a small, independently run venue with charitable status and a mission to support the development of artists and nurture emerging talent across a range of platforms. **Roles and Responsibilities**To provide administrative support to the Senior Management Team.**Duties*** Advancing shows with tour managers / agents / artists.
* Processing event settlements with agents / promoters / artists.
* Read and understand artist contracts and digitally store and share relevant information to other staff members.
* To create and manage hire and co-promotion contracts and associated paperwork.
* To organise accommodation with tour managers / agents on behalf of artists performing.
* Process PRS returns.
* Shredding and filing.
* Organise SMT diaries as necessary.
* Assist with stakeholder reporting, including the Arts Council Annual Survey.
* Assist the Senior Management Team in preparation for the NAC board, through organising agendas and papers. Collating reports, taking and circulating minutes of meetings and following up actions where required.
* Collate information and organise departments input into the ACE business plan.
* Any other duties or tasks commensurate with the post and its level of responsibility, which may become necessary.

**Preferred Skills*** Aptitude for finance.
* Attentiveness for detail.
* Excellent I.T Skills & proficient in Word, Excel, Google documents, Zoom and Doodle etc.
* Good at collating information and putting various forms and documents together to strict timelines.
* An excellent communicator and organiser.
* Excellent at formatting various software packages.
* An interest in arts and culture.
* The ability to manage own workload and be able to multi-task.
* Knowledge of Grantium.
* Experience of working within an arts organisation.
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| Reviewed By Employer: | Bradley Glasspoole | Date: | February 11, 2025 |
| Signed By Employee: |  | Date: |  |