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| Job Title: | | Admin Officer | Travel Required: | | | On Occasion |
| Location: | | Norwich Arts Centre | Position Type: | | | 32 hours per week  5 days  Monday to Friday  Permanent |
| 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. | | | | | | |
| Reviewed By Employer: | Bradley Glasspoole | | | Date: | February 11, 2025 | |
| Signed By Employee: |  | | | Date: |  | |