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|--|--|--------------|----------------|
| POST   | Office Administrator (Part Time)               | REPORTING TO | Office Manager |
| SALARY   | Up to £15,500 pro rata depending on experience | LAST UPDATED | 19.09.18       |
| Part time: 18.5 hours per week (9.25 hours Soundwaves Network/Somerset NEET/My Tunes and 9.25 hours Take Art Administration) |  |              |                |

#### Office Administration:

- Arrange DBS checks for staff and freelance contractors as appropriate
- Ensuring electricity testing and fire extinguisher documents are up to date
- Answering the telephone and checking answer machine, dealing with daily post and responding to general enquiries via email and visitors to the office
- Booking travel
- Monitoring stationery and office supplies/sundries
- Holding the diary for the meeting room and office equipment
- Maintaining photocopier
- Supporting general Take Art administration needs as appropriate
- Other duties as appropriate in support of the Office Manager

#### Marketing:

- Liaising with the marketing co-ordinator on mailing lists, group emails, email lists maintenance
- Updating information onto the website in liaison with the services and the marketing co-ordinator
- Maintaining and updating mailing list onto the database
- Organising the seasonal distribution of the Take Art brochure
- Overprinting of Rural Touring posters

#### Somerset NEET & My Tunes:

- My Tunes scheduling involving Actiontrack and Somerset PRUs and TYS
- Collecting My Tunes sessions logs from Actiontrack Music Leaders
- Undertaking survey monkey feedback from Music Leaders, PRU and TYS staff in relation to My Tunes on a termly basis
- Analysing and reporting on My Tunes feedback from PRUs and Music Leaders
- Collecting and collating statistics in relation to My Tunes
- Taking notes at Actiontrack and Take Art My Tunes debrief sessions (3 per year)
- Taking notes at termly My Tunes steering group meetings (3 per year)
- Somerset NEET scheduling involving Actiontrack and referral agencies
- Collecting Somerset NEET sessions logs from Actiontrack Music Leaders

rural touring   early years   theatre   dance   music

01460 249450   info@takeart.org   [www.takeart.org](http://www.takeart.org)

**Take Art Ltd.** The Mill, Flaxdrayton Farm, South Petherton, Somerset TA13 5LR

Registered Charity 298671   Registered in England 2203943

- In association with the Somerset NEET evaluator undertaking survey monkey feedback from Music Leaders, PRU and TYS staff on a termly basis
- Collecting and collating statistics in relation to Somerset NEET in relation to data required by Youth Music
- Taking notes at Somerset NEET debrief sessions (3 per year)
- Taking notes at termly Somerset NEET steering group meetings (3 per year)
- General Administration for both projects

### **SoundWaves Network/Hopping Higher (Early Years)**

- Scheduling for sessions in the three learning communities
- Undertaking survey monkey feedback
- Collecting statistics and inputting onto Database
- Managing project management software on Slack and support users
- Taking notes at Partnership debrief sessions
- Taking notes at 6 monthly steering group meetings
- Promoting and administering CPD sessions
- Contracting music leaders in liaison with Jane
- Leading on social media, sharing on YM network and other appropriate channels
- Providing support at the SWN conference in 2021
- Overprinting posters/flyers for Hopping Higher shows
- Admin support for Hopping Higher Project Manager
- Adding content to the website for both projects
- Booking travel and accommodation for both projects
- General Administration for Early Years team

### **Personal Skills:**

#### **Essential:**

- Intuitive knowledge of IT and software developments and systems
- Knowledge and proven experience of setting up and running efficient office systems
- Proven administrative skills
- Proficient IT skills and experience of database management
- Excellent organisational skills
- Excellent communication and interpersonal skills
- Experience of Microsoft Office
- Ability to prioritise workload
- Self-motivation and ability to work on own initiative
- Ability to multi-task
- Ability to work successfully within a busy open plan environment
- Access to own means of transport

#### **Desirable:**

- Interest and enthusiasm in the arts
- Familiarity working with Apple Macs
- Experience of InDesign, Photoshop and Filemaker Pro
- Desire to work more hours if available

Some out of hours (evening) work may be required. Standard work conditions and holiday entitlement apply. RC 04.10.18

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