

national student drama festival

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www.nsd.org.uk

You can follow us on Twitter, Instagram and Facebook @nsdfest

BACKGROUND INFORMATION

NSDF is an integral part of the future of the theatre industry and the creative industries as a whole. We have provided a springboard for thousands of young people since the Festival's inception in 1956. And our Alumni list is testament to how many people we have helped nurture and who are now working so successfully in theatre, television and film. However, it is immensely important that NSDF is not just for those who want to enter the theatre industry. The tangible social benefit of enjoying time spent with other like-minded, highly energised and creative people - being a part of a festival and adding to it – whatever their career choice, fosters ambition and builds confidence.

We present between 14 and 16 productions and produce an extensive workshop programme and a variety of late night events at the festival.

NSDF is open to all young people aged 16 to 25 whether in education or not. During the year we see an average of 100 shows submitted for the festival.

We are a bridge between ambition and the world of work and a celebration of young creative and technical talent from around the country.

The Director/CEO and the Administrator are the only two full time positions. We employ a large number of freelance staff leading up to the festival including a Coordinator who works in the office for three months leading up to the festival.

NSDF is an Arts Council England National Portfolio Organisation.

NSDF is a Registered Charity committed to Equal Opportunities.

NSDF has a Young Person's Protection Policy in place that can be seen on our website.

JOB DESCRIPTION

The Administrator reports to the Director/CEO and works on all aspects of producing the annual festival and our year round activities.

The Administrator has responsibility for:

The day-to-day management of the office.

Financial duties:

- Bookkeeping using Quickbooks.
- VAT returns in liaison with our Accountants.
- Payroll.
- Invoicing.
- Banking cheques.
- Reporting on Ticket Sales.

Logistics:

- Scheduling of all show selection visits in liaison with our Selection Team and show Producers.
- Booking travel and accommodation for all our show selection visits in liaison with our Selection Team.
- Liaising with all the Selected Shows, School Parties and individuals who are attending the festival.

Board Meetings:

- Arranging Board Meeting Dates in liaison with the Chair and the Board of Trustees.
- Taking detailed minutes at the Board Meetings.
- Preparing Board Papers for the Board Meetings.

The Administrator assists the Director with:

- Marketing.
- Funding applications to Trusts and Foundations.
- Funding applications to Arts Council England.
- Contracts.

JOB SPECIFICATION

With guidance from the Director, the Administrator will assist with, oversee and co-ordinate tasks under the following headings:

Office Administration

- Responsibility for the day-to-day administration of the company.
- Managing the company office including dealing with enquiries.
- Answering the telephone and email messages.
- Handling correspondence.
- Maintaining good filing and storage systems.
- Ordering stationery and office supplies where necessary.
- Supporting the Director in all aspects of his duties required as Company Secretary including management of the Board, organising Board meeting dates and taking detailed minutes at Board meetings.
- Monitoring the on-going development and maintenance of the company's IT systems.

Finance and General Management

- Carrying out the company's financial duties using computerised accounting package (Quickbooks) including data input, cheque writing, invoicing etc. And taking an active role in the preparation of financial papers for the company's auditors, funders, etc.
- Overseeing all petty cash, the issue of floats and incidental cash management including banking.
- Running the payroll, PAYE, National Insurance and other applicable procedures.
- Preparing weekly Ticket Sales Reports for the weekly finance meeting leading to the festival from January onwards.
- Preparing VAT returns with support from our Accountants.
- Preparation of festival contracts for Visiting Artists, Selectors and Organisations and in liaison with a freelance Coordinator, ensuring that full contractual obligations and related requirements are agreed and maintained with those Visiting Artists, Selectors and Organisations.
- Preparation of statistics and analysis as required for evaluation reports.

Insurance

- Ensuring all relevant DBS (Disclosure and Barring Service) checks are carried out for the NSDF Selection Team, Management Team and others as required.
- Policies and General Compliance including Young Persons' Protection Policy.
- The National Student Drama Festival and related associated activity.

Assisting the Director

- In all aspects of the annual cycle of activities leading to the annual festival, including being in the Festival city for 3-4 days ahead of and for the duration of the festival (in 2017 it runs 8 to 14 April) and related additional events (e.g. from selection process to programme timetable through to evaluation).
- Assisting with the preparation of fundraising/sponsorship materials/applications.
- Assisting in the management of donations and related audience development initiatives.
- To fully participate in the induction of the Management Team (Venue, Workshop and Front of House Teams) at the beginning of the festival and line management of the Coordinator and Managers leading the Venues, Front of House/Box Office and Workshop Teams throughout the festival.

Marketing

- Maintaining and developing student, industry, funders and press databases.
- Assisting with the production of all publicity material in line with the profile and marketing policy of the organisation.
- Assisting in certain aspects of print management, design, distribution etc. for all activities undertaken by NSDF.
- Updating our newsletter database and sending out e-newsletters as per the marketing campaign drawn up by the Director.
- Updating of the NSDF website as required by the Director and maintaining NSDF's profile on Twitter, Instagram and Facebook.

Any other duties that may, from time to time, be reasonably required by the Director.

Please note that training for some areas of the job description may be arranged if required.

Like all permanent and freelance staff, the Administrator will:

- Ensure that the company's obligations in response to Health and Safety legislation are fulfilled.
- Ensure that the Young Person Protection Policy is adhered to.
- Actively implement the company's Equal Opportunities Policy and Equality Action Plan.

PERSON SPECIFICATION

- A passion for theatre.
- A genuine interest and enthusiasm for the Festival's work and values.
- An ambition to make the job your own and to grow in the job.
- Committed to artistic excellence.
- Committed to customer service.
- Committed to access, equality and cultural diversity.
- Diplomatic and patient. Clear thinking and calm.
- A hands-on approach with a *no job too small* attitude is essential.

SKILLS

Essential

- Excellent written English.
- Excellent numeracy.
- Very adept with Excel and Word.
- A proven ability of working with and for creative artists.
- A proven ability at scheduling and organising logistics.
- Excellent communicator.
- Ability to lead a team of young people at the festival.
- Ability to take the initiative and be self motivated.
- Ability to work on your own to precise deadlines.

Desirable

- Experience of working with Quickbooks or a similar bookkeeping software.
- Digital Marketing skills including using InDesign, Social Media platforms and a Website Content Management System.
- Experience with budgets.
- Knowledge of VAT.
- An understanding of Arts Council England Funding opportunities.
- An understanding of Trusts and Foundations funding applications.

TERMS

- Contract: Permanent with a two calendar months notice period.
- Salary: £19,000 to £21,000 depending on experience.
- Place of work: The Administrator will be based at NSDF's office at Woolyard, 54 Bermondsey Street, London SE1 3UD and will be required to travel and stay away from London as and when necessary.
- Hours: Normal office hours are 10am to 6pm Monday to Friday with one hour for lunch, although some irregular hours are required including very occasional weekend work, Bank Holiday and evening work in line with the activity of the organisation. No overtime is payable, but in consultation with the Director, time off in lieu (TOIL) may be offered.
- This post is full time, based on a 40 hour week.
- Holiday: 20 days per year, plus statutory bank holidays on successful completion of the probation period.
- Start date: Ideally 21 May including a short handover period prior to start date.
- Probationary Period: Three months.
- The post holder will be required to undergo a check through Disclosure and Barring Service.

HOW TO APPLY

- To apply, please send an email to michaelbrazier@nsdf.org.uk with both a pdf covering letter addressed to the Director and a pdf CV attached. Please write Administrator 2018 in the subject line.
- The CV must be no more than 2 x A4 pages and the covering letter no more than 1 x A4 page. Please state why you believe your experience makes you an ideal candidate with reference to the Skills and Person Specifications and what it is about the organisation that makes you want to apply. If you have a notice period in your present employment, please let us know the length of your notice requirement.
- You must also attach a completed Equal Opportunities Monitoring Form that you can download from <https://nsdf.org.uk/jobs>
- The deadline for applying is 6pm on Friday 6 April 2018. No exceptions will be made for late applications.
- Candidates will be told if they are to be offered an interview by the end of the day on Wednesday 11 April.
- Interviews will take place on either Tuesday 17 and/or Wednesday 18 April in London, with a possible second round of interviews on Friday 20 April.
- For more information about NSDF please visit www.nsdf.org.uk
- It will be expected interviewees will have fully researched the festival prior to interview.

Please note: the office will be moving to Leicester on Tuesday 20 March for pre prep for this year's festival. The festival runs 24 to 30 March. The office is then closed until 6 April. During this whole period the director will not be able to respond to questions or reply to emails. If you have to contact us with any question during this time, please email josephschofield@nsdf.org.uk but please allow some time for a response.