

**JOB DESCRIPTION**  
**Creative Administrator, Lancaster Arts**  
**Vacancy Ref: N1491**

<b>Job Title:</b> Creative Administrator	<b>Present Grade:</b> 5
<b>Department/College:</b> Lancaster Arts	
<b>Directly responsible to:</b> Managing Director	
<b>Supervisory responsibility for:</b> Front of House Services Manager, Placements and other casual staff	
<b>Other contacts</b>  <b>Internal:</b> Faculty Administration, Finance & Procurement, Facilities, Human Resources, Employment & Recruitment Service/ Careers Service, Commercial Services.  <b>External:</b> Visiting Artists/ Agents, Arts Council England, Volunteers & Casual Staff.	
<b>PURPOSE OF POST</b> The Creative Administrator is the key point of coordination and administration supporting a vibrant and diverse arts provision.  <b>Major Duties:</b> As Creative Administrator, you will ensure the organisation is fit for purpose in matters of operational efficiency and take a creative approach to the well-being of the team. You will provide general administrative support to the Directors, service the Lancaster Arts Board and coordinate reporting and compliance requirements for our stakeholders.  <b>Administration</b> <ul style="list-style-type: none"> <li>• Coordinate across all delivery areas, including commissions, performance programme and special projects, streamlining working processes where possible</li> <li>• Overseeing our venue management system</li> <li>• Support administration of the box office, including setting up events and generation of show reports</li> <li>• Act as the central liaison for both internal and external stakeholders, managing day to day problem solving and queries</li> <li>• Support organisational planning, including the Business Planning process</li> <li>• Service Lancaster Arts team and board meetings, including diary management, production of papers including minute-taking and agenda setting etc</li> <li>• Act as central artist liaison including administration of contracts</li> <li>• Administration of external venue hire agreements</li> <li>• Administration of HR processes for permanent, casual and voluntary staff, including induction, appraisals, holiday leave and training</li> <li>• Establish and maintain clear systems of communication within the organisation to ensure all staff have up-to-date information and are able to operate effectively in their roles</li> <li>• Administrative support to the Director and Managing Director, including reporting requirements for all funding agencies</li> <li>• Maintaining a schedule of compliance/ reporting/ policy review dates</li> </ul> <b>Finance and Resources</b> <ul style="list-style-type: none"> <li>• Responsibility for data collection, monitoring and accountability required by all funding agencies and for ensuring our compliance to Data Protection requirements</li> <li>• Supporting the Managing Director in monitoring budget spend and generating monthly budget reconciliations. This includes drawing up financial reports and ensuring compliance with the auditing requirements of stakeholder agreements (eg. Arts Council England, trusts and foundations).</li> </ul>	

- Administration of cash handling in line with University's financial procedures and audit requirements
- Administration of HR processes, including recruitment, inductions, training, casual staff payments and graduate placements
- Administration of procurement, auditing and maintenance of resources across the operation
- Work with the Front of House Coordinator to ensure that Lancaster Arts remains compliant with any changes in legislation around the use of Volunteers

**General**

- Work towards the creation of a welcoming, creative and supportive organisation for all staff in line with LU policies on diversity and access
- Oversee our Well-being Strategy; Equality, Diversity & Inclusion (EDI) Strategy; and Environmental Policy and lead working groups in these areas
- Support the creative social activities generated by the Lancaster Arts Strategy
- Undertake any training or other duties commensurate with the grade and as may reasonably be requested by the Directors