

**JOB DESCRIPTION**  
**Administrative Assistant**  
**Vacancy Ref: N2773**

<b>Title:</b>	Administrative Assistant
<b>Department:</b>	Lancaster Arts
<b>Directly responsible to:</b>	Operations and Planning Manager
<b>Grade:</b>	4
<b>FTE:</b>	0.82

### **Contacts**

**Internal:** Lancaster Arts team, Faculty Administration, Finance & Procurement, Facilities, Human Resources, Employment & Recruitment Service/ Careers Service, Commercial Services.

**External:** Visiting Artists/ Agents, Arts Council England, Volunteers & Casual Staff.

### **Lancaster Arts: Where ideas, people and creativity connect**

Lancaster Arts is a distinctive combined arts organisation in the North West of England. We are based at the Lancaster University campus, and our venues include the Great Hall, Nuffield Theatre and Peter Scott Gallery as well as off campus. Lancaster Arts has an acclaimed reputation for the presentation, creation and development of innovative contemporary work and works within an Arts Strategy for the University that places art and creativity at the heart of the institution. We are proud of our artist development programme, which supports and features artists at all stages of their careers. We also develop and lead on bespoke projects that connect to overarching themes in our work and respond to regional and local needs.

We host a wide spectrum of events and participatory opportunities across theatre, dance, music, visual art, live art, circus, spoken word and comedy and work with partners locally, regionally and internationally. We are committed to working in close partnership with internal and external partners (e.g Ruskin Library, local arts organisations) through delivering joint projects to realise our values and achieve our goals.

The Lancaster Arts team is committed to the development, production and presentation of artistic work of the highest calibre, ensuring that it reflects and speaks to the lives of our audiences, participants and artists. This commitment requires the whole team to be engaging with all stakeholders on a regular basis to enable a relevant and responsive programme and engage with artistic work across the region. We are keen to ensure a broad range of public access points are provided throughout our work. All team members are advocates for Lancaster Arts and how the arts and higher education can work together seamlessly for the benefit of society and the values that working in the arts brings to other disciplines, public services and civic agendas. Although roles in the organisation fall into primary functions such as administrative, managerial, operational

and artistic, all members of the team integrate all of these aspects into their own specific roles, bringing initiative, leadership and creativity into the ways we work together.

### **PURPOSE OF POST**

The Administrative Assistant is the key point of coordination and administration supporting a vibrant and diverse arts provision, working closely with all members of the team to ensure an efficient and transparent set of working practices that align with the values and objectives in the Lancaster Arts Strategic Plan. The Administrative Assistant supports the Operations and Planning Manager on administrative matters, in particular, the collation of monitoring and data collection and coordinating the reporting and compliance requirements for Lancaster University and our stakeholders such as Arts Council England.

### **MAJOR DUTIES**

- Act as the central liaison and first point of contact for both internal and external stakeholders, managing day to day problem solving and queries (eg Room Bookings)
- Offer day to day administrative support for the team such as setting up of monthly team meetings, including programming, ensuring efficiency of record keeping and filing
- Contribute to the venue management system and extract relevant information for the requirements of the programming team
- Attend Production meetings to ensure co-ordination of information
- Service Lancaster Arts team meetings, including minute-taking and calendar management
- Service Lancaster Arts Board meetings (4 a year) with minute-taking, calendar management and email communications
- 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
- Administration of HR and IT processes for permanent, casual and voluntary staff, including inductions, tracking holiday leave and training so all are recorded centrally
- Work with team colleagues to support the volunteer programme, particularly with regard to recruitment and monitoring
- Work with team colleagues to support the delivery of the public programme, in particular, the booking of piano tuners, liaison with artists, as required
- Administrative diary support for the Director, as required
- Maintain and distribute a schedule of compliance/ reporting/ policy review dates

### **Finance and Resources**

- Responsibility for monitoring data collection as part of requirements by funding agencies and ensure compliance to Data Protection requirements
- Administer all external contracts (ie ensuring contracts and briefs are agreed, signed and overseeing payment schedules in a timely fashion)
- Raise purchase requests on behalf of the team for artists contracts and general office supplies
- Support the Operations and Planning Manager in monitoring budget spend
- Administration of cash handling in line with University's financial procedures and audit requirements
- Administration of HR processes, including recruitment and student placements

## **General**

- Ensure a welcoming environment for all external partners (artists, external and internal visitors) as first point of contact
- Coordinate and support the creative social activities (internal and with visiting artists and university colleagues)
- Be a champion for the Creative Case for Diversity, assist in the implementation of appropriate policies to ensure that LA is employing best practice through a proactive approach to equality, diversity and inclusion
- Engage/ see/ participate in a selection of Lancaster Arts programming every season (ticketed shows, commissions, etc) as part of general team support
- Undertake any professional development or other duties commensurate with the grade and as reasonably requested by the Director/ Senior Leadership Team