

Administrator.

HR & Marketing.

Part-time @ 40%.

Box Clever is an established, highly regarded and professional theatre company dedicated to the creation of contemporary theatre for young people. We are looking for a part-time Administrator to support the operational function of this not-for-profit theatre company. The primary responsibilities of the role are threefold: 1) to undertake and manage the employment of staff; 2) to service the marketing needs of theatre venues as required; 3) to support the General Manager as required.

About Box Clever

'There are few companies around who offer such quality work for schools'

Arts Council England

For over twenty-five years, Box Clever has reached thousands of young people across the UK and beyond with artistic productions and workshops that are imaginative, exciting, inspiring and which engage our young audiences fully.

Our mission is to bring exciting theatre to young people and to involve them in plays as audience members, participants and co-creators. We aim to bring vividly to life, through theatre, their world and issues that are completely relevant to them, whether it's safety on the roads, relationships, bullying or subjects related to the English curriculum.

In 2023-2024, despite the financial constraints many schools are experiencing and the disruption caused by the RAAC crisis, we achieved yet another successful year in which we performed to 42, 949 young people and accompanying adults, and members of the general public in 205 schools and 3 venues, giving 391 performances and workshops.

Box Clever is a registered company with charitable status, a National Portfolio Organisation of Arts Council England, and a member of the Independent Theatre Council. The core staff of the company comprises the Artistic Director & Writer in Residence; Head of Development & Assistant Artistic Director; Production Manager; Finance Manager; Head of Intelligence; General Manager; Deputy Artistic Director; Associate Director; Social Media Associate.

It is an exciting time for a part-time HR Administrator to join the core team of Box Clever as a national touring to schools' theatre company, and as a newly appointed NPO (National Portfolio Organisation) relocating to a new home at the Blackfriars Theatre in Boston, Lincolnshire.

Contract:

This is a freelance contract. Your line manager is the General Manager.

Dates & Hours of Engagement:

The annual fee is based on the Individual's commitment to 16 hours per week over 52 weeks. The 16 hours per week are to be worked in 4-hour shifts to take place at mutually agreed times, between the hours of 9am & 6pm, Monday to Friday. There is an expectation that hours worked per week increase during academic term-time and correspondingly reduce during school holidays.

Remuneration

An annual fee of £8,692 is paid in equal monthly amounts on receipt of an invoice. The Individual is responsible for their own tax and national insurance.

Place of work:

The management of Box Clever is carried out on a 'work-from-home' basis. The work to be undertaken at the individual's preferred location is done so on the proviso that regular contact is made with the Artistic Director and the core management team. You are asked to take part in weekly online staff meetings.

Duties & Responsibilities of the Administrator**In relation to HR (working to the Artistic Director)**

- To issue staff contracts as required and according to existing protocols and legal requirements.
- To seek written references as required.
- To ensure all staff have enhanced Police checks (DBS).
- To complete registration of all new personnel in accordance with existing procedures.
- To file all HR documentation in accordance with existing protocols.
- To undertake recruitment of acting and non-acting positions.
- To deal with any related HR matters that might arise

In relation to Sales & Marketing. (working to the General Manager)

- To ensure performances at theatre venues have the necessary marketing support in terms of programmes, publicity and PR.
- To provide the Deputy Artistic Director with up-to-date copy for the website.
- To write copy for the company newsletter.
- To respond to website enquiries
- To keep the Illuminate programme updated
- To run any mailshots promoting plays
- To keep data bases up to date.
- To oversee comms with Friends of the Company.

Skills and Experience

Essential:

- A minimum of one year's experience of working in HR, Marketing or in Administration
- Strong verbal and written communication skills
- Excellent IT skills
- The successful candidate must have permission to work in the UK.

Desirable:

- GCSE grades A-C in Maths.
- Some form of HR qualification.
- Experience in Arts/Charity HR Administration

To apply

To apply, please send your CV and a covering letter (no longer than one side of A4), detailing your suitability to meet the requirements of the Job Description. Please email your application to admin@boxclevertheatre.com

If you wish further clarification about the job description you are welcome to send any queries to the above email address.

Box Clever is an equal opportunities employer which champions a diverse workforce and welcomes applications from everyone.

Deadline for applications: 12.00pm on Wednesday 17th July 2024

Interviews: Friday 19th July 2024. To be held online.

Ideal Start date: 1st September 2024.