

**Job Description:**

**Administrator**

The Everyman Theatre's Education and Community Department incorporates education, community, professional training and work in the Studio Theatre. The Administrator is responsible to the Creative Director, and carries out administrative support for the department and also for the Chief Executive's PA.

The main responsibilities can be summarised as follows:

**Education & Community Tasks**

- To collate and evidence the Education and Community statistics.
- To prepare practitioner contracts for the Education and Community Department.
- To ensure that all contracts and risk assessments are completed and returned prior to workshops and projects.
- To prepare producers' contracts for the Studio Theatre.
- To collate and evaluate feedback from practitioners, schools and community groups at the conclusion of workshops/projects.
- To administer DBS checks for practitioners and staff.
- To prepare BOPA and child licensing paperwork for Theatre projects and performances
- To input workshops, productions and events into the departmental diary and also onto the Everyman calendar.
- To complete invoice request forms for Education and Community work.
- To prepare Equity contracts under the guidance of the Creative Director.
- To organise room and venue bookings.
- To support Education and Community staff setting up and working on projects
- To provide support on any digital engagement projects

## Other Tasks

- To deal with emails to the Theatre's admin inbox, redirecting them to the appropriate manager or responding as appropriate.
- To be responsible for the ordering of stationery.
- To respond to charity letters, requests for work experience and other such correspondence.
- Assist with organising Theatre events.
- To produce and circulate the Theatre Newsletter (6 editions per year)
- Attendance at Staff and Team meetings when required.
- To undertake such other relevant duties as may be requested from time to time by the Creative Director and the Chief Executive's PA.

As a staff member of the Everyman, you have a duty of care to ensure that your working environment and practices conform to Health and Safety legislation and the Everyman's Health and Safety policy.