

JOB DESCRIPTION

Admin and Digital Communications Officer

(Part-time 3 days a week)

Responsible to: Executive Director

Job context To be part of the core office administration team alongside the Finance & Operations Manager and Executive Director, and work closely with the Head of Marketing.

Purpose of role To assist the Finance & Operations Manager in the smooth running of the office.
To implement social media campaigns, support marketing initiatives, and maintain the Dance Umbrella website.
To undertake and support administrative tasks and projects for members of the team as requested by the Executive Director.
To provide PA support to the Artistic Director/CEO.

Key Responsibility Office administration and Communications Support

Specific tasks

1. Provide support to the company administration by
 - Processing payments and receipts according to the company's finance control
 - Monthly credit card reconciliation
 - Coordinating meetings and taking notes or minutes as required
 - Answer phones and undertake secretarial duties if required including maintaining records, filing, typing, copying, etc
 - Provide assistance as required to members of staff across Departments
2. Provide support to the Programming team and Senior Management, including:
 - Researching and organising travel, accommodation and performance tickets for both senior management and artists
 - Managing the travel budget for senior management
 - Responding to artists' enquiries, managing artists' information
 - Maintaining DU archive on website
 - Providing support to internal and external projects as required
 - Undertaking specific duties and research towards and during the festival, including communicating with partners
 - Provide PA support as required by the Senior Management and Programme Manager including diary management and personal expenses
3. Provide support to Communications and Development including:
 - Social media management - leading on, creating and implementing social media campaigns
 - Providing Communications support in audience development - increasing digital reach, driving action and building/maintaining relationships with other arts organisations through PS swaps

- Providing support in Digital Marketing strategies
 - Providing additional administrative support to marketing campaigns, such as Festival launch mass mail out
 - Maintain day-to-day digital activities
 - Creation of simple digital assets such as banners and E-flyers for social media and E-newsletters
 - Website management and updating
 - Representing Dance Umbrella at events
 - Researching information for fundraising applications as required
 - Assisting with Development events and maintaining stakeholder relationships
4. Assist the Finance and Operations Manager in overseeing the day-to-day running of the Dance Umbrella office by
- Liaising with Dance Umbrella's and Somerset House IT network provider when requested; providing basic IT support to Dance Umbrella staff as requested
 - When requested arranging the maintenance of office equipment
 - Assisting in the smooth running of the office by overseeing delivery of various services including office equipment, postage and deliveries, couriers and taxis, booking meeting rooms, cleaning and security
 - Assisting in maintaining relationships with outside organisations and Somerset House, ordering supplies and arranging services as required
 - Participating in internal training and induction of new staff as required
 - Being the first point of contact for the office for any enquiries, and managing the general enquiry inbox
 - Maintain office contacts database including use of Donor Strategy and mail chimp, managing and responding to office/artistic enquiries
 - Undertaking other duties as appropriate to ensure the office is presentable and well-maintained for staff and visitors

Plus any other tasks as reasonably required

Person Specification

Essential attributes:

- One year work experience in an office environment – either in administration and/or digital media
- Knowledge of Photoshop or other design software
- Good communication, organisational, and administrative skills
- Office management experience
- IT experience including Microsoft Office packages
- Numeracy skills
- Experience of using social media
- Experience of website management
- Ability to prioritise workload
- Team player

Desirable attributes:

- Knowledge of Social Media scheduling tools
- Knowledge of Mailchimp or other electronic mailing system
- Knowledge of Donor Strategy or other databases
- Knowledge of arts and/or dance sector
- Basic knowledge of IT systems
- Basic knowledge of development functions: event coordination; stakeholder relationship management