



**Job Title:** Temporary PA/ Office Administrator

**Responsible to:** Executive Director

**Duration**

- Start date: ASAP preferably no later w/c 21st July
- Approximately 3 months

**Terms**

- Freelance: Equivalent to £9 per hour.
- 21 hours per week (flexibility on days/times)

**Office Base:** South East Dance offices, Central Brighton

**PURPOSE OF POST**

To provide PA support to the CEO/Artistic Director whilst ensuring the smooth running of the general office of South East Dance, under the line management of the Executive Director. This is temporary position whilst a permanent role is being recruited for.

**ESSENTIAL DUTIES**

1. To be a welcoming and professional point of contact for South East Dance, delivering high levels of customer service
2. Ensure that whilst the permanent replacement is being recruited day to day business continuity is maintained and the CEO/Artistic Director is supported appropriately.

**SPECIFIC TASKS**

Support for CEO/Artistic Director & Senior Leadership Team

3. To manage the CEO/ Artistic Director's diary, coordinate meetings, book travel and accommodation and make logistical arrangements as directed.
4. To administrate and process the CEO/Artistic Directors expenses and company credit card statement.



## ADMINISTRATION

5. To provide administrative support to the Executive Director and Programme Director when required.
6. To co-ordinate and set up Board meetings and Finance and Audit sub- committee meetings.
7. Under the supervision of the Assistant Accountant, stamp and code invoices, gain authorization from correct signatories and update income/expenditure records.
8. Under the supervision of the Assistant Accountant, oversee procedures for petty cash and paying in cash/cheques.
9. To ensure that all stocks of refreshments, stationary etc. are kept at a sustainable level for use by the organisation, in line with available budgets. To oversee the co-ordination of all recycling by the organisation.
10. To ensure smooth running of IT and report problems to IT provider, ensuring issues are followed up
11. To support office administration: post, administering travel arrangements for staff, maintaining general filing and administrative systems, ensuring all necessary forms and systems are up to date.
12. Manage meeting room, laptops and office phone. To be responsible for the general tidiness of the office. (There is a cleaner!)
13. To coordinate recruitment campaigns for new staff under the direction of the Executive Director and Communications team.
14. To act as the primary point of contact for the organisation on a day to day basis through phone, e-mail and letter. To ensure that all internal contact databases (such as Outlook) are regularly reviewed, updated an

## PERSON SPECIFICATION

- Shows potential and strong motivation to work in dance/arts administration
- Good computer skills: competence in Word, Excel, Outlook
- Highly literate and numerate
- Interest and preferably knowledge of dance sector
- Commitment to Equal Opportunities
- Excellent inter-personal skills: ability to relate to a wide group of people in a professional manner
- Competent at balancing a range of different demands and able to prioritise
- Organisational skills
- Minute/note taking skills