



The ADC Theatre is a department of the University of Cambridge. The Theatre's aim is to provide a well-equipped and safe environment in which all building users can enjoy, learn about and become involved in different aspects of theatre. The Theatre is primarily student focused, with the majority of its activity centred around the University Terms. The Theatre is run by a small management team, overseen by the Executive Committee.

Job Title: Office Administrator

Responsible To: Theatre Manager

Main Purpose:

To run various office and financial systems efficiently, providing a professional service for our clients, administrative and clerical support to the Management Team, primarily in the areas of Finance and Human Resources.

Key Responsibilities:

Finance

- Provides financial support to the ADC Theatre Office;
 - Ensuring invoices are accurate;
 - Entering invoices into CUFS for approval;
 - Daily cash reconciliation,
 - Banking and receipting collected income (cash and cheque);
 - Data entry of staff shifts and other payroll information;
 - Running a monthly payroll run on UPS;
 - Manages the day-to-day finance activities of the Corpus Playroom.
- Uses standard financial reports;
 - Compiling draft show settlements;

Human Resources

- Manages the recruitment process for casual roles;
 - Data entry of application form information;
 - Pre-screening applications and sending out unsuccessful application notifications and invitations to interview
 - Arranging rooms for and conducting interviews;
 - Sending out reference requests and offer emails
 - Photocopying proof of right to work documents;
 - Drafting and issuing recruitment paperwork for approval and signature.
- Manages the casual staff rota;
 - Creating a monthly availability spreadsheet and issuing to casual staff;
 - Creating the casual staff rota;
 - Arranging training with the Operations Manager and Box Office Administrator;
 - Managing requests for cover as needed.

Theatre Administration

- Supports the day-to-day operation of the ADC Theatre and Corpus Playroom, including taking phone calls, filing, receiving deliveries, sundries sales, booking rooms, and general administration;
- Answers general enquiries about the Theatre and forwards specific enquiries to the relevant member of the Management Team;
- Carries out other tasks as required, in line with the overall purpose of the post and the nature of the Theatre.

Person Specification:

Essential:

- Appreciates the unique nature of the ADC Theatre's student-centric but professional operation, and is able to work within the small, dedicated community;
- Excellent organisational skills with a high level of attention to detail and ability to effectively work on multiple projects concurrently;
- A team-player who is personable and has the ability to communicate effectively with people at all levels;
- Knowledgeable interest in and empathy for the arts;
- Excellent written and verbal communication skills (including a good standard of spoken and written English);
- Good ICT skills, including a working knowledge of Microsoft Word and Excel.

Desirable:

- Experience of working in a student environment;
- Experience of financial processes and managing budgets.

Notes:

The ADC Theatre changes all the time and the above responsibilities are only indicative of the full requirements of the role.

Main Terms and Conditions:

Salary:	£17,408-£19,730 pro rata
Hours:	Part time - 4 hours a day, 5 days a week, with the opportunity for flexible working to jointly suit the candidate and the ADC Theatre.
Holidays:	Holiday entitlement is 36 days per year pro rata. This holiday entitlement includes Public Holidays.
Term:	Permanent Appointment – September 2019 onwards
Probation:	6 months