

SIOBHAN DAVIES DANCE

APPLICATION PACK FOR:
Administrator

Siobhan Davies Dance is looking for a motivated, enthusiastic and organised Administrator to provide reception and administrative support for the delivery of the operational, strategic and artistic aims of the organisation. The role will be evenly split between providing reception support at the front desk and providing admin support in the office to the General Manager, Finance Controller and Executive Director in the areas of office management, HR, finance, hires and fundraising. The role will suit someone with a lot of energy who is highly numerate, flexible and has excellent communication and organisational skills.

Siobhan Davies Studios opened in 2006 and having recently completed a capital refurbishment of the building, we are looking forward with ambition at the next decade of what our Studios can be. Siobhan Davies Studios were the realisation of Siobhan Davies' long-standing goal of establishing a permanent base for the organisation and for independent dance artists. The Studios are a vibrant arts space in central London, filled with dance, film and visual art through a regular programme of exhibitions, performances, classes and new commissions from contemporary artists.

Siobhan Davies Dance is an artist-led, international contemporary arts organisation, unique in the UK cultural landscape. We work with and support artists to further the art of choreography by commissioning across disciplines to create and present exceptional live performance and film works; by maintaining our Studios as an inspiring creative space for artists and a place where audiences can enjoy performance, curated exhibitions, talks and classes; and by sharing our unique approach to making movement with teachers, young artists and children - using choreography to support reactive teaching and learning.

Founded and led since 1988 by pioneering choreographer Siobhan Davies CBE, Siobhan Davies Dance has evolved over the years from a national and international touring dance company into an investigative contemporary arts organisation. Siobhan Davies' curiosity drives the creation of collaborative new works that introduce choreography to, and reveal movement in, other art forms. These new works are central to our programme and provide a starting point for the extended activities of the organisation. Exploring the same theme of enquiry, these varied activities can then provide responses and further provocations to engage audiences and artists alike and in turn enrich the new works themselves. Our programme also includes learning and participation projects, which develop our work into accessible creative learning programmes for education and the community. Placing choreography at the heart of exchanges between teachers, youth leaders and the wider public, this extensive programme offers alternative ways of experiencing dance to a broad range of audiences. By applying our artistic processes to the design of our participation projects we are able to introduce non-dance professionals directly to our dance artists' practice.

This is an exciting time for Siobhan Davies Dance artistically and organisationally, as we develop a new business plan for the next 5 year period. Our team look forward to welcoming new members to support innovative ways of achieving our ambitions. We are seeking to ambitiously reimagine the way we work by deepening and expanding the role of artists alongside Siobhan Davies in the artistic leadership of the organisation. We will explore the legacy of Siobhan Davies and her practice and consider new ways to make artistic experiences and content available to audiences both physically and digitally.

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How to apply:

In this pack we have included a job description to support your candidature, which we request be addressed through our application form. We ask that you pay particular attention to how you meet our person specification when completing your supporting statement.

Please be aware that we will not accept applications by C.V. and covering letter, we will only accept completed application forms.

To apply for this vacancy, please send your completed application form to us in a clearly marked envelope with the reference '**AD18**' to the address below or alternatively, you can send it by email to jobs@siobhandavies.com with **AD18** and your name in the subject line.

The deadline for applications is Monday 29 January 2018 at 12noon, we will not be able to accept late applications so please ensure that you application is submitted in good time for this deadline.

We will be conducting the interviews in the following week, **Tuesday 6 and Wednesday 7 February 2018** and these will be held at our Studios in south London. We will endeavour to contact all applicants.

We look forward to receiving your application, and thank you again for your interest in our organisation.

Kind regards,



Erin Gavaghan
EXECUTIVE DIRECTOR

Siobhan Davies Dance
85 St George's Road
London SE1 6ER

JOB INFORMATION: ADMINISTRATOR

SALARY: £21,000

START DATE: As soon as possible

CONTRACT TYPE: 18 month fixed term full-time contract

Flexible working hours in shifts including some evenings and weekends

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Reports to: General Manager

Key Responsibilities:

Administration

- Responsible for the day-to-day admin support of Siobhan Davies Dance.
- Support the Executive Director through administrative processes, including scheduling, meeting preparation, correspondence and stakeholder reporting.
- Support the Executive Director in serving the Board by compiling the board papers and taking the meeting minutes.
- Support the collection and analysis of data for audience and visitor reports and the annual ACE return.
- Manage database management, filing systems and archive storage, and support in the management of GDPR.
- Support the day-to-day provision of office equipment, including stationery, the photocopier, recycling, shredding and franking.
- Support the Environmental Policy and monitor progress of the policy.
- Conduct research as directed to support projects.
- Prepare and circulate minutes and agenda for the fortnightly staff meetings
- Responsible for the office and FOH storage spaces, ensuring that they remain ordered, neat and tidy.
- Perform general office duties such as photocopying and filing.

Human Resources

- Support recruitment processes, ensuring equal opportunities policies are maintained.
- Prepare and update documents to ensure that all appropriate HR policies are available to staff.
- Support the contract management process for staff, freelancers, artists and teachers.
- Maintain the holiday, TOIL and sickness/absence records for the organisation
- Support the company appraisal system and associated training/professional development systems.
- Support the Executive Director and General Manager with HR filing.
- Manage the DBS process for staff and freelancers
- Contribute to and uphold all company handbooks, policies and procedures.
- Support the induction of new staff

Finance & Fundraising

- Process the Front of House team's monthly payroll.
- Support the Finance Controller with finance filing, including managing the finance inbox.
- Support the General Manager with budget management and reconciling actuals in accordance with company finance systems.
- Support the General Manager with chasing outstanding debtors.
- Manage the invoice creation process.
- Support the General Manager with managing the FOH till and end of day banking processes.
- Maintain the database of individual donors and support communication and cultivation.
- Support fundraising events.

Front of House: Reception

- Represent the organisation as the first point of contact for enquiries in person and by phone and email, maintaining excellent standards of customer service at all times.
- Maintain a good knowledge of all Siobhan Davies Dance's activities, and ensure that information about the programme is disseminated proactively and accurately, in a way that communicates the diverse range of the organisation's work
- Carry out daily checks of the building and any relevant exhibitions within the Studios and report any issues to the Studios & Events Coordinator.
- Perform in line with agreed box office policies and procedures and reconcile cash at the end of shift.
- Take bookings and collect admission fees for classes, events and performances for both Siobhan Davies
- Manage the Front of House staffing rota, provide reception cover as required.
- Support the development of effective FOH procedures and customer service standards, and provide training where required.
- Open and close the building, as a key-holder, in line with agreed security procedures
- Maintain a high level of presentation standards for the venue, coordinating external contractors as required.
- Maintain the kitchen area to a high standard of cleanliness, including the fridge and all glassware, crockery and linen
- Support the Studios & Events Coordinator with the day to day management of Health and Safety. Maintain Health & Safety standards and records, providing training to staff as required. Take minutes at the fortnightly H&S meetings.
- Act as a Fire Warden, first aider and key holder when required.

Front of House: Hires and Event Management

- Respond efficiently to all enquiries regarding space hires
- Create, check and update bookings on Artifax event computer booking system, including managing the confirmation of pencilled and reserved bookings
- Issue contracts and invoices for space hires
- Liaise with external suppliers to provide quotations and make bookings for services and goods to space hirers
- Process payments for space hires in line with agreed policies and procedures
- Reconcile space hires income and lead on chasing outstanding payments and contracts
- Assist the servicing and setup of all hires and events, including catering and furniture for meetings
- Support the setup, booking and reconciliation processes for resident companies' events, under the supervision of the Studios & Events Coordinator.
- Provide technical support and trouble-shooting for hirers using the in-house AV and sound systems.

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- Support the Studios & Events Coordinate with the planning and management of internal and external events, weddings and performances.
- Welcome and induct venue hirers and provide support for setting up when required.
- Act as a Duty Manager or provide basic tech support for public performances and events, when required.
- Support Hires income generation by providing research support to the General Manager.
- Deputise for the Studios & Events Coordinator as required.

General

- Ensure that there is an effective flow of information throughout the organisation and with partners, including the board and staff, through dynamic contribution to meetings.
- Ensure that all company policies and procedures are followed including but not limited to health and safety, diversity, safeguarding and equal opportunities.
- Represent Siobhan Davies Dance externally as required.
- Undertake any other tasks that are reasonably requested.
- Contribute to maintaining the high presentation standards of the Studios.
- Actively contribute ideas and evaluation as a member of the team.

This job description is a guide to the nature of the work required of the Administrator. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

PERSON SPECIFICATION FOR THE POST OF ADMINISTRATOR

Essential

- Enthusiastic about office management and administration
- Experience of working in an administrative role
- High proficiency in MS Office package
- Strong customer service skills
- Excellent administrative and organisational skills, and proficient with systems
- Experience of database management
- Experience of working under own initiative, including lone working situations
- Ability to work flexibly within a team environment
- Willingness to undertake training to develop skills
- Enthusiastic about contemporary arts, including knowledge of the contemporary dance sector.
- A quick learner and proactive, creative problem solver, comfortable making decisions and taking responsibility for them.
- Ability to work under pressure, meet deadlines, and prioritise and re-prioritise workload around changing demands.
- Accuracy and attention to detail
- Willingness to work shift work and unsociable hours from time to time

Desirable

- Experience of cash handling and reconciliation
- Experience of working in a box office or taking class bookings
- Knowledge or interest in human resources management
- Interest in a career in arts management
- Experience of taking venue hire bookings using a computerised room booking system, e.g. Artifax
- Knowledge or interest in learning about the setting up of AV and technical equipment
- Knowledge or experience of setting up and/or running small events, or working as a duty manager
- Up-to-date first aid and fire marshal training or willingness to undertake such training
- Knowledge or understanding of health & safety procedures and best practice

Terms of Employment Offer

Job Title:	Administrator
Salary:	£21,000 gross
Hours:	35 hours - excluding a daily one-hour lunch break. <i>Flexible working hours on a rota will be required of this role including some evenings and weekends, and Siobhan Davies Dance staff are expected to attend SDD activity and be a part of the artistic life of the organisation.</i>
Start Date:	As soon as possible
Contract type:	18 month fixed term full-time contract
Overtime:	No overtime payments: Siobhan Davies Dance operates a Time Off in Lieu System to be taken within two weeks of accrual
Holidays:	24 days per year pro rata plus statutory bank holidays.
Probation period:	6 months
Notice period:	6 weeks
Workplace Pension Scheme:	In accordance with auto-enrolment, SDD contributes pension through NEST for all eligible employees. Initial contributions will be at statutory levels, following probation this rises to 6% employer pension contribution; as staging progresses, an employee contribution may also be required.

Staff Benefits

- Complimentary tickets for performances, exhibitions and talks at SDD (subject to availability and staff ticket policy)
- Cycle to Work Scheme
- Childcare Voucher Scheme
- Generous pension scheme
- Siobhan Davies Studios usually close over the Christmas period, which is offered in addition to holiday entitlement.

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EQUAL OPPORTUNITIES

To help us monitor our equal opportunities policy, we would be grateful if you could complete the equal opportunities monitoring portion of the application form. When your application is received, this form is removed and is not used during the short-listing process. The information submitted is kept in the strictest confidence, following data protection requirements, and will only be used to monitor and analyse the progress of the organisation's equal opportunity policy.

Equal Opportunities Policy

Siobhan Davies Dance is an employer, a provider of services, a member of numerous communities and a purchaser of goods and services. Within this context, the organisation does not make any assumptions about the physical, social or cultural background, or other protected characteristics of its audiences, service users, actual or potential employees, collaborating artists, partners or service/goods providers. We recognise protected characteristics as being:

race, ethnicity, gender or gender reassignment, marital status, parenthood, age, class or socio-economic status, sexual orientation, disability, religion or belief

With due regard to the Equality Act 2010, Siobhan Davies Dance is committed to:

- the elimination of unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act by ensuring that that no potential or actual employee, recipient of the organisation's services or participant in the organisation's activity, receives less favourable treatment on the grounds of any protected characteristic, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- advancement of equality of opportunity between people who share a protected characteristic and those who do not by ensuring the widest possible access to the organisation's artistic work, as well as its facilities and services and within its workforce, ensuring that selection criteria and procedures for recruiting new employees or participants in the organisation's activity be such that individuals are selected and treated on the basis of their relative merits and abilities.

Siobhan Davies Dance has made a commitment that all disabled applicants who meet the minimum criteria for this job will be invited to interview.

Please indicate if you have any access needs for interview, or please call Andrea Keogh, General Manager to discuss these on 020 7091 9650 or email jobs@siobhandavies.com.

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DATA PROTECTION

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be discarded immediately.

Should any job opportunities arise in the future for which we think you may be suitable, we may send you application details about the vacancy. In addition, we may contact you in the future for feedback on our recruitment procedures.