



ARTS ADMINISTRATOR
Skylight Circus Arts
Rochdale, Greater Manchester

Up to £25,500 (full time), 3% contributory pension scheme, cycle to work scheme

30 hour post (£20,400 prorated) + potential 7.5 hours (£25,500 full time)) delivery support for candidates with delivery experience but this is not key to the post

OVERVIEW

The Arts Administrator post is a new position at Skylight Circus Arts. The main purpose of the role is to develop and manage our administrative support systems; to free up our Delivery Team to spend more time running workshops and events and give our Operations Team more time to spend taking Skylight forward.

Everyday is different at Skylight and the role will be varied but the day-to-day focus is to manage bookings. From enquiries to liaising with our delivery team through to invoicing. We want to implement a CRM system. This role will play a key part in helping us do that. The Arts Administrator will also have responsibility for running our small office and supporting our marketing efforts.

There's also the opportunity to get involved with our classes, workshops and events if you've got relevant experience. You don't need to be an experienced circus tutor or performer though and this is not essential to the post.

The successful candidate will help shape Skylight's future and make a real difference to us and the lives of the people we work with in Rochdale, Greater Manchester and beyond.



MAIN RESPONSIBILITIES

- Support the Delivery Team with general administration of bookings
- First line of contact for booking enquiries
- Liaison with staff and freelance Delivery Team to book and manage sessions
- Liaison with Skylight's bookkeeping service re raising of invoices, etc
- Day to day responsibility for CRM system
- Ensure smooth running of back office operations e.g. office materials replenishment
- Assist CEO and Development Manager in preparation and distribution of marketing materials
- Use of social media and website to promote Skylight classes and projects
- Support day to day charity governance e.g. maintain compliance documentation registers
- Organise staff training e.g. Safeguarding, with appropriate suppliers



PERSON SPECIFICATION

The position would suit someone with experience of administration in an arts organisation ideally where grassroots participation is the focus.

YOU

Like us, you'll be passionate about participatory arts, culture and creative activities. You understand the value this can bring to people's lives.

It's most likely you'll have an arts or community arts background with experience of what small arts organisations need to help make them more efficient. You'll know more about this than we do.

You may have experience in the education sector, creative health or perhaps events; key areas which Skylight operates in.

You might love circus but that's not necessary to be a great administrator at Skylight.

-We're flexible about career background as long as you have admin experience.

REQUIRED EXPERIENCE

Previous administration experience

Previous arts or activity delivery organisational experience- could be youth work, complementary arts, education experience

Previous arts organisation, charity or CIC experience

Passionate about participatory arts

DESIRABLE EXPERIENCE

Experience of show/ event production

Social media and web literate

Content development experience

Marketing materials creation experience directly or working with professionals

Experience of using Customer Relationship Management (CRM) software or overseeing communications with participants/ members/ customers (individuals and organisations)

Participatory arts activities delivery experience as lead or support

Reports to: Chief Executive Officer with a dotted line to Creative Director



WORKING HOURS & SALARY

The role is 30 hours per week to fulfil admin duties. We envisage this will be spread across at least 4 days.

The full time equivalent salary for this post is £25,500. This means the salary for 4 days per week would be £20,400.

There is an opportunity for a candidate with relevant experience of arts and culture activity and event delivery to extend the post to a full time post. (37.5 hours post/ 5 days per week. The full £25,500 salary would be payable for this extended role.

Normal working hours are 9.30am to 5.30pm. There are some unsociable hours with evenings and weekends occasionally required, particularly for the extended role with delivery responsibilities.

This post is mainly office-based but there is scope for flexible working hours and potential to work from home one day per week.

We offer a contributory pension scheme at 3%. Skylight employees can access our Cycle To Work scheme.



ABOUT SKYLIGHT CIRCUS ARTS

Skylight Circus Arts is a small, well-established charity based in Rochdale, Greater Manchester changing people's lives with circus.

We use circus creatively as a vehicle for personal, physical, social development and wellbeing. We offer circus skills classes and workshops for all ages and abilities.

We're a small team of dedicated staff and freelancers dedicated to sharing their skills with diverse audiences.

Our base in the centre of Rochdale, Greater Manchester is a multi-purpose training space which can accommodate participants with disabilities.

Skylight Circus Arts perform at festivals and events throughout Rochdale, Greater Manchester and the North West. We also provide programmes for a variety of educational settings including all ages and educational needs.

Skylight Circus Arts is funded through a mix of charity grants such as Henry Smith Charity, Children In Need, Arts Council Project Grants; commissions from local authorities and the NHS and community and schools bookings.

Skylight Circus Arts is an anchor organisation of the Rochdale Borough Culture Network and is very active in two new place-based Arts Council England funded projects- Create Rochdale, Rochdale's new Local Cultural Education Partnership (LCEP) and the Culture Co-op, Rochdale's Creative People and Places (CPP) programme.

Our location in central Rochdale is well connected by road, train and tram from Manchester and the Calderdale Valley.



HOW TO APPLY

To apply just drop us a line at work@skylightcircusarts.com with your CV and a covering letter outlining relevant experience. Tell us why you'd like to work for Skylight.

Interviews will take place w/c 28th August. We realise this may not be suitable for all. Please suggest alternative availability with your application.

The closing date for applications is Friday 18th August.

Skylight Circus Arts is an equal opportunities employer and we welcome applications from all members of the community.

If you'd like to discuss the role further before making the decision to apply please feel free to contact Skylight's CEO, David Allen at david.a@skylightcircusarts.com.

[Skylight Circus Arts](#)