



March 2014

Dear Sir/ Madam,

Thank you for your interest in the position of Venue Administrator at The Met.

Bury Metropolitan Arts Association is a charity which promotes the arts and use of the arts throughout Bury. BMAA manages The Met, Ramsbottom Festival, Edwin Street Recording Studios, our restaurant contract with Automatic and a programme of community workshops. We have a national reputation for high quality events that inspire and delight audiences from throughout the northwest. We run over 200 events per year at The Met, a small scale arts centre in the town centre, as well as the annual Ramsbottom Festival and Homegrown Folk Festival.

We are looking for an experienced and organised administrator with financial experience who will play a central role in our small staff team. The role supports the events programme by managing and recording the financial transactions for the organisation, contracting artists, and developing administrative systems to ensure the smooth running of the venue.

Please find included a job description and person specification for the job. You may wish to visit our website for further information about the organisation. Please take time to read the job description and person specification before completing your application.

To apply, we ask that you create a document to complete with the following headings:

- Personal details including name, address, email and daytime & evening contact telephone numbers.
- Relevant education & training including dates, qualifications and subjects
- Details of employment including employer, dates of employment, main duties and reasons for leaving.

- Information to support your application: Bearing in mind the detailed job description and person specification, please tell us, in your own words, why you believe you are a suitable candidate for this position, and what particular qualities and experience you would bring to the post.

- Finally, full contact details for two References of which at least one should be a previous or current employer.

The document should be signed to confirm that the information is correct and true and returned to The Met by **5pm Monday 24 March** via email to [director@themet.biz](mailto:director@themet.biz) or post to The Met, Market Street, Bury B19 0BW.

Bury Metropolitan Arts Association is an investor in people and values equal opportunities.

If you have any questions about the post please do not hesitate to contact me directly on 0161 761 7107.

Best Wishes,

David Agnew  
Director

## VENUE ADMINISTRATOR

### JOB DESCRIPTION

<b>JOB TITLE</b>	:	<b>VENUE ADMINISTRATOR</b>
<b>SALARY</b>	:	<b>£18,000 - £20,000</b>
<b>CONTRACT</b>	:	<b>Full time, 12 Months fixed contract</b>
<b>ACCOUNTABLE TO</b>	:	Director
<b>IMMEDIATE SUPERVISOR</b>	:	Deputy Director
<b>Responsible for:</b>		Administrative and financial systems relating to venue operation, and office management.
<b>HOURS OF DUTY</b>	:	36.25 hours, 5 days per week. No overtime is payable but TOIL will be arranged
<b>QUALIFICATIONS REQUIRED</b>	:	Educated to GCSE Level Minimum part book keeping or equivalent experience.
<b>EXPERIENCE AND QUALITIES REQUIRED</b>	:	Financial management with Sage preferably, but not necessarily in the arts or entertainment industry
	:	Ability to operate effectively within a small team

- : Working knowledge of Microsoft Office and general competence with relevant computer software systems
- : Experience of and willingness to assist user groups tactfully and sympathetically
- : Experience of public liaison
- : Proven ability to work under self-direction efficiently and methodically to schedule
- : Demonstrable interest in working in the arts

## **RELATIONSHIPS**

- Internal** : Permanent, temporary, full-time, part-time, casual, volunteer and trainee staff, BMAA members and Executive Committee
- External** : User groups, incoming artists, other arts organisations, funding bodies and general public

## **OTHER CONDITIONS**

- Holidays** : Pro Rata - 23 days per year plus Bank Holidays
- Tenure** : Notice of termination to be given by the

employer or employee is two calendar months

: Probationary period of six months

: Other conditions in accordance with current BMAA policies

## **Venue Administrator**

### **PURPOSE AND OBJECT OF JOB**

This key role is central to the organisation offering administrative support to the events team and Director to ensure the smooth running of our busy performance venue.

### **PRINCIPAL DUTIES**

- Provide general administrative support to the Director & operational staff.
- Control the day-to-day finance and administrative systems including box office income, debtors, creditors, and event settlements with artists.
- Be responsible for the administration of contract documents, liaison with artists and their agents to ensure smooth running of event management.
- Manage, deliver and record payment of salaries, artists and suppliers.
- Undertake the word processing of correspondence and reports as required.
- Manage internal administrative systems and general filing systems.
- Administer and develop hires of the spaces within the building.
- Maintain contracts for photocopiers, franking machines and IT maintenance.
- Maintain supplies of stationery.
- Undertake any other duties as deemed reasonable, as requested by the Director.

## **Person specification**

Essential:

- Extensive experience of working with accounting software packages
- Qualified by experience or (part-) accounting qualification
- Good working knowledge of double entry bookkeeping, payroll, purchase and sales ledgers, VAT & PAYE
- Knowledge and experience of Microsoft Office
- Experience of petty cash systems and controls
- Ability to devise, develop and implement financial systems and procedures
- Attention to detail and accuracy
- Excellent time management and organisational skills
- Excellent administrative skills
- Excellent communication and customer relation skills
- The ability to work within a small team, and on own initiative

Desirable:

- AAT or CCAB part-qualified
- Experience of using Sage 50 and Sage payroll software
- An understanding of accounting in the theatre, arts or charity sector
- Experience of working with cost centre budgets
- Experience of working in the not-for-profit sector
- An interest in the performing arts

**Regular tasks**

- Contract administration for events and hires of venues
- Manage daily office tasks and team support
- Collate information for artist liaison
- Balance Box Office income and bank
- Balance petty cash/ Front of house float



- Pay Artists
- Manage and settle hire accounts
- Update event returns
- Pay wages (weekly)
- Input Sage

Purchase Invoices  
Sales Invoices  
Box Office cash Sheets  
Cheques issued from cashbook  
Monthly entries  
Box Office monthly return  
Salaries & wages  
Balance advanced sales  
Hire event ticket holding  
Prepayments  
Arts Development projects

- Issue end of month payments by chq
- Pay Tax & NI
- Chase o/s debtors
- Monthly invoices for income
- Pass appropriate entries to Sage
- PRS returns

	Essential	Desirable	Measure
<b>Knowledge/Experience</b>			
Financial	2 years experience within finance team including working knowledge of Sage	Experience in financial administration of a box office	Application
	Extensive knowledge of accounting principles and systems, at least part qualified, and evidence of ongoing continuous professional development.	Statutory and Legal requirements relating to a charitable organisation and company limited by guarantee, preferably in a cultural setting.	Application
Team Work	Demonstrable ability to work successfully within a small team	Experience as a central administrator for an organisation	App/ Interview
<b>Supervisory</b>			
Assisting User groups	An efficient, friendly and conscientious communicator	Conferencing & event experience	App/ Interview
Arts Activities	A demonstrable interest in working in the arts	Work experience within the arts industry	App/ Interview
Stock Control	Able to manage stocks	Responsibility within office environment	App/ Interview
<b>Multi Tasking</b>			
	Previous experience of working in a varied work environment	An interest in developing skills and knowledge in other areas	App/ Interview

<b>IT &amp; literacy skills</b>			
	Experience of Microsoft office and email	Working experience of relevant, recent administrative software	App/ Interview
<b>Attributes</b>			
Flexible	Ability to prioritise a varied workload	A flexible attitude to working hours in line with an event based organisation	App/ Interview
Willingness to learn	Evidence of a developmental attitude to administration	Evidence of a career development plan	App/ Interview

#### Personal Attributes

1. Flexible, adaptable, able to work on own initiative, with a positive can-do attitude
2. Good interpersonal, communication and customer service skills, including an effective telephone manner
3. Very well organised with excellent time management skills; reliable and with the ability to self-motivate
4. Sensitivity and discretion in the workplace
5. Commitment to equal opportunities
6. Ability to work to tight deadlines as part of a small team
7. Commitment to your own continuing professional development and keeping up to date with developments in legislation and best practice.