

July 2014

Dear Applicant,

Thank you for your interest in the position of Administrator at CITA/International Centre for Theatre Arts.

CITA are theatre innovators who are currently re-evaluating the fundamental way performance is made performed and received to make thrilling work for audiences around the world. We have a rolling ensemble of artists and performers who lead a programme of creating new work, staging revivals and training new members. Founded in 2001, we have since created over 25 productions, and trained over 1,000 artists.

Our current projects include The Five Year Project which includes Nikolai Gogol`s The Nose, Federico Garcia Lorca`s Rural Trilogy of Blood Wedding Yerma and The House of Bernada Alba, William Shakespeare`s Richard III, and a short film. We aim to share the performances in both domestic and international arenas. The Five Year project aims to collaborate with as many disciplines and cultures as possible. Within this process we will support and nurture the affirmation that not knowing is not a resignation, it’s an opening to amazement. Furthermore we wish to entertain a constant reimagining of the possibilities of what the theatre is and what it can be.

We are a small company with big ambitions. We are looking for an Administrator who can underpin the work of the company with excellent organisational skills. This post is responsible for administratively supporting the producing, touring and education activities of the company. The role would suit an emerging arts administrator with natural organisational abilities looking to gain experience in the arts sector. The post is initially offered as a year's fixed term contract with the possibility of extension.

To apply, please submit a fully completed application form by email to citainternational@gmail.com.

Unfortunately we are unable to acknowledge receipt of all applications, so if you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

If you have any queries regarding this pack please contact us at [citainternational@gmail.com](mailto:citainternational@gmail.com) We look forward to receiving your application.

Best wishes,

James Sutherland

Artistic Director

CITA/International Centre for Theatre Arts

**CITA Theatre Job Description**

Role: Administrator

Hours: Negotiable

Reporting to: Artistic Director James Sutherland

Purpose: To administratively support the activities of the company

**Office and Workshop Organisation**

 Oversee the running of the CITA administration

 Monitor supplies and purchase consumables e.g. stationery, workshop supplies

 Be responsible for company filing systems including the archive

 Be the main point of contact for all incoming enquiries

 Maintain the company’s administration bible of logins, instructions and contacts

 Be responsible for petty cash

 Support the Producer with day-to-day finance administration including keeping a list of

incoming invoices, chasing payments owed and issuing payslips

 Administratively manage recruitment processes for new staff

 Supervise any interns or apprentices in the office

 Be the first point of contact regarding hires of equipment and/or spaces

 Support Board meetings by booking space, printing papers and taking minutes

 Keep up to date records of all artists and performers who have applied to work with the company

 Organise auditions when required

 Keep a list of performers and maintain the calendar of workshop usage

 Keep a database of rehearsal spaces and book when required

 Provide logistical support for rehearsals – booking transport, organising equipment and puppets, setting up and packing away

 Provide administrative support for touring – booking travel, booking accommodation, completing VISA and tax forms, drafting schedules

 Issue invites and maintain a guest list for press nights and other events

 Manage the logistics of educational workshops – arranging required travel and accommodation, sourcing materials, setting up and packing away

Marketing and fundraising administration

 Administer the company's social media accounts such as uploading videos when required, posting ticket information etc

 Ensure information on the website is up to date

 Add and update subscribers to the monthly newsletter and donors lists

 Administer the company's monthly newsletter - entering data and working with the Artistic Director to ensure it is issued on the 1st of every month

 Compile marketing material into marketing packs and distribute to touring venues

 Arrange for the printing and distribution of marketing print

 Maintain records of all company press activity

 Obtain audience data from touring venues after shows

 Support funding applications and reports such as collecting data, collating photo and video evidence, assembling feedback

 Monitor usage and arrange re-stocking of company marketing and fundraising materials

 Arrange Christmas cards, thank you cards and other hospitality gestures

**Other**

 Attend any relevant CITA performances

 Support the running of any special events

 Act as an advocate for the company and its work

 Assist the Executive team in other areas of the company's work where required

Person Specification

Essential

 Excellent organisational skills

 Excellent IT skills

 Excellent written and verbal communication skills preferably English and Japanese

 Strong attention to detail

 Ability to manage own workload, prioritise and take the initiative

 Self motivated with a proactive approach to problem solving

 Experience of using social media

 Enthusiasm for and an understanding of the performing arts

**Desirable**

 Administration experience

 Good understanding of money and a head for figures

Terms and Conditions

Contract: One year fixed-term contract (with the possibility of extension)

Subject to a two month probation period

Holiday: 28 days

CITA is committed to equal opportunities in all areas of its work and aims to ensure that everyone who applies to work with us receives fair treatment.