

The Barn

Administrative Assistant (20 hrs per week)

3 month temporary contract

£9,067 (pro rata)

Main Purpose of Post

To provide Box Office services and Administrative support within the Barn team.

Main Duties of the Post

Box Office:

- Handle ticket sales and enquiries, in person and over the phone
- Undertake daily cash and credit card reconciliation duties
- Maintain the Box Office as a friendly and welcoming environment for all visitors to the Barn.
- Produce post performance box office reports and share with relevant people
- Maintain performance data spreadsheet
- Collation of PRS information and forms and completion of quarterly returns
- Contact workshop participants prior to workshops with relevant information
- Assist with the creation of events in ticketing software Ticketsolve when required
- Support Affiliate and Friends of the Barn committees with their administrative requirements
- Liaise with the Friend's Committee regarding memberships and donations

Programming Assistance:

- Ensure efficient and accurate completion and filing of all event files
- Assist with creation of performance and workshop contracts and ensure timely return and filing of these.
- Book accommodation for artists when required
- Assist with set up of workshops, catering and welcoming of participants
- Assist with tidy up after workshops and resetting of rooms, FOLD and exhibitions.
- Assist in the maintenance and updating of Airtable scheduling system
- Manage the cinema bookings database
- Undertake research required by the Programming team

Marketing Assistance:

- Maintain all online listing sites and assist with website updating
- Coordinate with the Marketing Manager regarding the distribution of all printed publicity material
- Assist with the compiling of brochures through sourcing and collating of images and content about performances
- Assist Marketing Manager with social media content as required

The Barn | Burn O' Bennie | Banchory | AB31 5QA | www.thebarnarts.co.uk | 01330826520

The Barn is run by Woodend Arts Ltd, a registered Scottish Charity SC022620

Woodend Arts Ltd is not-for-profit company, limited by guarantee, Company No. 392079

General Administration:

- Handle daily post, making and taking deliveries
- Answering of phone calls
- Collation of applications for projects such as flock, Homewares & residencies
- Proof reading of documents for team members
- Assist with retail sales in box office and FOLD as required
- Assist with minute taking at meetings when required

General

- To act at all times as an Ambassador for the Barn and its governing body Woodend Arts Ltd
- Actively participate in team development activities and attend significant Barn events such as fundraisers or launches
- In liaison with the General Manager, respond to any complaints received in an effective and appropriate manner
- To attend and make an active contribution to regular WAL team
- Handle public enquiries as part of the office team function (training provided)
- To undertake occasional Duty Manager or retail shifts in the event of team absences
- To undertake such other tasks as may be reasonably requested by the General Manager

Reporting Structure

On a day-to-day basis the post-holder will report to the General Manager.

Essential Criteria for this post:

A friendly disposition and an ability to get on well with people from a variety of backgrounds

Excellent verbal and written communication skills

Excellent organisational skills

Experience of working with PC systems, Microsoft Office packages and the web

Experience of cash handling

Ability to work well in a team

Ability to work under pressure, in a busy working environment

Desirable Criteria:

An interest in the arts

Experience of building social media content

Own transport or close to the bus route.

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**Hours**

20 hours per week Core hours of Monday – Wednesday 9.30am to 2.30pm and 1 other day worked flexible on Thursday, Friday or Saturday depending on schedule requirements. Occasional evening working may be required.

Pay and contract

This is a 3 month temporary position, £9,067 (pro rata)

28 days Annual Leave entitlement (pro rata)

Benefits

Complimentary tickets to selected shows

Priority booking for events at the Barn

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