



worthing theatres and museum

Junior Administration Assistant



Salary: Current National Minimum Wage (depending on age, based on a full year)
Hourly Rate: Current National Minimum Wage (depending on age)
Hours: 25 per week
Holiday : 20 days p.a. plus 8 standard bank holidays (pro rata)
Contract: 6 months
Place of Work: Connaught Theatre, Union Place, Worthing

Closing Date: 19th July 2021
Interview Date: TBC

Who We Are

WTM (Worthing Theatres & Museum) is a newly registered charity dedicated to the following primary objectives :

- ☒ Promoting Dramatic Arts, Theatre and other cultural activities at the Pavilion & Connaught theatres, The Assembly Hall in Worthing.
- ☒ At every opportunity, using these cultural activities to advance Education and promote Social Inclusion.
- ☒ The preservation of important historical collections of decorative arts and clothing in Worthing Museum



worthing theatres and museum

Job Description

Principal Purpose of Job (Role Summary)

This post is part of the Kickstart scheme which is a £2 billion fund to create hundreds of thousands of high quality 6-month work placements for young people.

This post aims to prepare the candidate for entry level administration roles in cultural organisations. The postholder will work with the Business Administration Manager and Venue Hire Manager to support the department with administrative tasks such as monitoring email inboxes, answering the phone, raising purchase orders, updating the venue management calendar system, basic data entry and spreadsheets, other ad-hoc administrative tasks to support the Business and Finance teams. No prior experience is necessary as training will be provided but an interest in the arts and culture sector is desirable. Due to Covid-19 some remote working may be required as part of this role, necessary equipment will be provided.

Main duties, tasks and responsibilities of post holder

1. Monitoring team email inboxes and referring emails to the right department
2. Answering incoming calls, taking messages and directing them to the relevant department
3. Raising purchase orders as required by the Business Administration Manager
4. Updating the venue management calendar system as required by the Venue Hire Manager
5. Basic data entry including updating spreadsheets and input timesheet data as requested by the Business Administration Manager and Venue Hire Manager
6. Completing other administrative tasks as required by the Business and Finance team (filing, scanning, sorting post etc)



worthing theatres and museum

General

1. Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
2. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
3. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.
4. Promote the service and WTM positively at all times.

The postholder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The postholder will be consulted about any proposed changes.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Additional Employability Support and Training

The successful candidate will receive the following support and training:

1. 1-2-1 mentoring and progress monitoring
2. CV writing support
3. Interview skills training and mock interviews
4. Access to Cities of Learning online support portal
5. Digital credentials
6. WTM induction training (including equality and diversity, health and safety, safeguarding and fire safety)
7. Systems training (as required)- Gsuite, Artifax



worthing theatres and museum

8. Access to a range of work-based online courses via WTM's learning platform subscription

Criteria

Essential

1. good numerical and literary skills
2. confident using IT systems (computer, phone, tablet etc)
3. basic communication skills
4. positive attitude and a desire to learn and develop new skills

Desirable

1. interest in arts and culture
2. experience using Word, Excel or Google equivalent and Gmail
3. previous experience in a similar culture environment (work or volunteering)

How To Apply

If you are interested in applying for this role please visit our website at <https://wtam.uk/job-vacancies/> and download the application form, once filled out please submit this to business.admin@wtam.uk by the closing date.

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

