

# FAREHAM

## LIVE

### JOB DESCRIPTION & PERSON SPECIFICATION

Theatre Administrator

#### KEY INFORMATION

<b>Role Title</b>	Theatre Administrator
<b>Reports to</b>	Theatre Director
<b>Hours</b>	40 hrs Monday to Friday
<b>Contract</b>	Permanent
<b>Annual Leave</b>	25 days per annum plus Bank Holidays
<b>Salary</b>	£30,000 - £32000
<b>Location</b>	Fareham Live

#### ABOUT TRAFALGAR ENTERTAINMENT (TE)

We're a leading theatre and live-entertainment group with a national and international footprint.

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focussed on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O'Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

#### ABOUT TRAFALGAR THEATRES

**Trafalgar Theatres** is the venue-operating division of TE. We currently operate 21 venues; including 12 in the UK regions; the Trafalgar Theatre in London's West End and the Theatre Royal in Sydney. We're growing fast, we're confident in what we do, and we're ambitious about the future. There's never been a better time to get onboard.

We are passionate about entertainment, audiences, and the live experience and we value **Creativity, Collaboration, Excellence** and **Respect**.

#### ABOUT FAREHAM LIVE

Fareham Live opened to the public in October 2024 and comprises of an 800-seat flexible auditorium, along with two studio spaces. The venue offers a mixed live performance and events programme as well as a creative learning programme.

We are passionate about entertainment, audiences, and the live experience and we value Creativity, Collaboration, Excellence and Respect.

#### PERSON SPECIFICATION

The role of Venue Administrator is integral to the smooth operation of the venue, as they handle a significant amount of the documentation and day to day office tasks. We are looking for an individual who is flexible and capable of responding to the pressures of a demanding venue. Completing the administration responsibilities successfully, requires the ability to keep accurate records, a keen eye for detail and excellent time-management. The role would require handling of sensitive, personal data so an understanding of GDPR and professional discretion would also be necessary. We are looking for an individual who can prioritise and keep calm under pressure, as well as being an excellent communicator.

The Administrator serves as the central hub of the theatre, fostering essential relationships and ensuring the seamless coordination of teams, schedules, and operations that keep the entire organisation connected and thriving.

## **KEY RESPONSIBILITIES**

### **Office Administration – Human Resources**

- To attract, hire, and retain top talent and support recruiting managers as needed with staff engagement, including advertising, references, and right-to-work checks, while ensuring compliance with regulations.
- To ensure accurate and up-to-date personnel records are kept at all times, including in particular, Employee Starter Forms, proof of the right to work in the UK, Employment Contracts, references, training and leaving processes.
- Under the guidance of the payroll department, maintain and submit all required payroll timesheet information, including overtime and expenses, ensuring all venue staff are paid accurately and on time as per company policy.
- To assist the Theatre Director by ensuring that Annual Leave balances are accurately managed and time off is correctly requested.
- To assist the Theatre Director by ensuring that absences are recorded and managed in accordance with the appropriate policies.

### **Office Administration – Finance and process**

- To assist the Heads of departments in ensuring that all invoices accurately correspond with delivered goods and services, as well as relevant purchase orders, and that any discrepancies are investigated and reported to the Theatre Director.
- Ensure accurate and timely creation, dispatch, and return of show contracts, invoices, and settlements for shows and events.
- To handle the venue's petty cash, ensuring that it is reconciled on a weekly basis.
- Control of budget lines for the Administration Department, office equipment, printer contract; monthly reconciliation and management of company credit card usage.
- Support HODs with budget lines such as training, postage, first aid provision, and uniform.
- To assist with merchandise reconciliation as and when necessary.
- To collate monitoring information on a quarterly basis for Fareham Borough Council

### **Office Administration – Property & Health & Safety**

- To ensure that all licencing is up to date and accurately recorded, assisting in arranging the renewal of certificates and reports when required.
- Liaising with the relevant HOD ensuring property inspection certificates, and service maintenance reports are accurately filed and up to date.

- To attend and record accurate minutes of all Venue Health and Safety meetings and Operations Meetings.
- To adhere to all Health & Safety procedures to minimise the risk of injury and accidents, reporting incidents to the Theatre Director and logging them accordingly.
- In liaison with the Technical Manager, to ensure that all pre-production and events documents are completed prior to the commencement of the production.
- To assist the HODs in ensuring training compliance standards.

### **GENERAL RESPONSIBILITIES**

- Maintain and grow positive working relationships with clients and potential clients, including commercial and community promoters, producers, and hirers, enabling continuing programme liaison in the Theatre Director's absence.
- Accurately maintain the venue's electronic show diary (Artifax).
- To always represent Fareham Live in a professional manner, providing excellent internal and external customer service to company colleagues, visiting production staff and building contractors.
- Being a champion for new systems and software initiatives.
- Confidently being able to take minutes for any meetings that are required.
- To attend training courses, as required, and take responsibility for ongoing professional development.
- To support all Heads of Departments at the venue.
- To complete any other delegated task that may assist the company in achieving its business objectives, as required by the Theatre Director.

### **ESSENTIAL CRITERIA**

- Excellent and effective communication skills, both verbal and written, with demonstrable experience in relaying information to other departments within the same business.
- Attention to detail and the ability to accurately enter data.
- Problem solving skills and the ability to respond to time-critical queries.
- Excellent time management skills, with the flexibility to quickly change tasks as the office requires.
- Good literacy and numeracy skills, including confident computer literacy.
- Customer service experience, with a welcoming and professional demeanour.

### **DESIRABLE CRITERIA**

- Experience with analysing data and identifying trends.
- Experience of working within a busy administrative office.
- Efficiency in Excel, word and Sage.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applications from people in groups where we are under-represented, for example people with disabilities, from minority ethnic groups, older returners and people who are neurodivergent.

We are curious, courageous, and ambitious, empowering people to challenge and innovate in pursuit of excellence.