



Office Manager

Job Description

Main Tasks

- To maintain core services and administration within the business.
- To attract and arrange more work for Jamboree and artists by contacting organisations to schedule a UK tour.
- To implement the marketing strategy as defined by the Directors
- To promote Jamboree as an agency for artists and technical support, also as hirer of equipment and for rigging work.
- To support Jamboree in its overall fundraising through researching and applying to appropriate funding bodies to sustain the UK tour and other projects for the coming years.
- To arrange for outside artists to provide training and direction for groups and individual projects.

Accountability

- The employee will be accountable to the Directors of Jamboree Arts Ltd.

Details

- The employee will be based in Jamboree Arts offices at 203 Abbeyfield Road, Sheffield S4 7AW.
- The post will be 30 hours per week paid at a rate of £8.00 per hour gross.
- Holiday entitlement will be 20 days per annum plus statutory holidays.
- The post is offered as a job share post for two employees at 15 hours per week each.



Office Manager

Person Specification

Skills

- Good Organisation Skills
- Understanding of human circus skills/an arts background is desirable
- IT Skills
- Demonstrable communication skills, written and verbal
- Ability to network and initiate activities independently
- Good team working ability

Experience

- Working in an administrative role
- Knowledge of fundraising
- Knowledge of entertainments industry

Qualifications

- Degree or equivalent
- Demonstration of continuing personal development

Personal qualities

- Well organised and motivated
- An interest in arts and performance with a genuine desire to work towards improving the quality of life through artistic activities
- Ability to work with a mixed team of members and other paid staff
- Entrepreneurial
- Good networking skills