

**FRANTIC**  
**ASSEMBLY**

**ADMINISTRATOR**

**JOB PACK 2022**



## ADMINISTRATOR APPLICATION PACK

Thank you for your interest in the post of Administrator at Frantic Assembly.

The contents of this pack include:

- **a job description**
- **a person specification**
- **information about the company**
- **guidance for applicants**



We're searching for a talented individual, passionate about working in the arts to join our team as Administrator. As our Artistic and Participation activity grows across the UK and internationally, we are looking for someone to provide administrative support for our ambitious programme.

The successful applicant will join our motivated and busy office as an integral member of the team. The role of Administrator is the glue that helps hold our team together and on a practical level keeps our busy office running smoothly. The role would suit someone who is highly organised, and proactive in their approach to a varied workload, and can demonstrate excellent attention to detail.

As our Administrator you'll be responsible for basic finance and data entry, providing administrative support to the Frantic Assembly office and team across all activity as well as maintaining our social media and digital communication platforms.

This is the ideal next step for someone who already has administrative experience in bookkeeping or finance, digital communications and office support. A passion for the arts is useful but not essential. This role gives someone the opportunity to develop their career in arts management with an internationally renowned theatre company.

Frantic Assembly believes theatre is for all and promotes diversity and access across its activities. We are committed to building a culturally diverse workforce and actively encourage applicants from disabled candidates, and those from the global majority who may be currently under-represented in the arts.

## HOW TO APPLY

To apply, please read through the information and guidance notes provided in this pack. Complete the application form referring directly to the job description and person specification.

If you require this pack or the application form in an alternative format, please contact us on 020 7841 3115 or [recruitment@franticassembly.co.uk](mailto:recruitment@franticassembly.co.uk)

Submit your application via:

- this [online application form](#) or
- email a video application to [recruitment@franticassembly.co.uk](mailto:recruitment@franticassembly.co.uk).

All equal opportunities monitoring information is kept separate from your application and is not seen by the selection panel. It does not form any part of the recruitment assessment.

## VACANCY DATES

- Closing date for applications: **12pm Friday 4th February 2022**
- Interview date & location: **Monday 14th & Tuesday 15th February 2022 (in London)**

Please notify us within your application if you are unable to attend these dates.



## ADMINISTRATOR JOB DESCRIPTION

<b>Job Title</b>	Administrator
<b>Reports To</b>	General Manager
<b>Responsible For</b>	Administrator
<b>Office Hours</b>	9.30am - 5.30pm although flexibility is required for this role to include occasional evening and weekend work.
<b>Terms of Contract</b>	Full time and permanent
<b>Salary</b>	£24,000 per annum
<b>Holiday</b>	20 days per annum, increasing by one day for each year of service up to 25 days, plus statutory bank holidays in England.
<b>Pension Scheme</b>	Qualifying employees will be automatically enrolled into the company pension scheme with NEST. Currently monthly employer contribution is 4%
<b>Probation</b>	6 months from first day of appointment
<b>Notice Period</b>	Upon successful completion of probationary period, 8 weeks from both parties.
<b>References</b>	All offers of employment are subject to the receipt of satisfactory references.
<b>Identity Checks</b>	The successful applicant will need to provide proof of right to work in the UK. For some roles a check with Disclosures and Barring Services is required.





## ROLE OVERVIEW

Provide essential administrative support for Frantic Assembly and supporting administrative systems.

## KEY RESPONSIBILITIES

### Finance Administration

- To be responsible for day-to-day finance including raising and processing weekly invoices and making payments as required
- Data entry of sales and purchase ledgers using QuickBooks software (training provided)
- Reconciling the bank accounts weekly
- Monthly reporting on financial activities to the General Manager
- Banking cheques and any cash as required
- Support the General Manager with the preparation of end of year financial reports and submissions

### Digital Support

- To have day-to-day responsibility for website and social media updates for the company
- To have day-to-day responsibility for Company CRM system and its operation; answering schoolteachers' enquiry on subscription of our digital platforms
- To support marketing where appropriate, including collating material for current show programmes and updating the website
- To create and distribute E-Newsletters to the Frantic Assembly mailing lists; to keep lists clean and up to date; to innovate ways to expand the reach of our direct communications.
- To monitor the Frantic Assembly online shop, updating the web page, taking inventories and ordering merchandise as required; coordinating and sending any purchases to customers.
- To support the creation and roll out of a marketing schedule, considering all activities across the organisation, including Production updates, Learn and Train announcements and any events.
- To organise and maintain print and media archives.
- Reporting on the stats for social media across all platforms

### Administration Support

- To support the move of office from current location to Brixton House
- To support the smooth day-to-day running of the Frantic Assembly office
- To be the first point of contact in the Frantic Assembly office, answering phones, checking general emails, opening post and responding to general queries
- To support the recruitment and induction of new staff members, including tracking all applications, handling record keeping and ensuring that paperwork is completed and deleted according to GDPR guidelines.
- With the General Manager to ensure compliance with Health and Safety regulations in the Frantic Assembly office



## **Production Support**

- Create and maintain guestlists for all events, assisting with the coordination of tickets to Frantic Assembly shows and events.
- Assisting with company travel/accommodation bookings for touring productions.
- Assisting with the coordination of auditions; booking space / distribution of scripts etc
- Tracking audience stats, collating information required for reporting to the Arts Council in line with our NPO status.
- Collating and recording audience feedback and evaluation forms

## **Administrative Systems**

- To maintain and develop office systems, ordering all office supplies and consumables
- To provide day-to-day maintenance of Frantic Assembly's IT network liaising with out-of-house IT support where necessary
- To support in the development and maintenance of information systems to record, monitor and track data

## **Meetings and Performance**

- To attend and contribute to Frantic Assembly team meetings
- To represent Frantic Assembly at external meetings as required
- To attend Frantic Assembly performances and events

## **Other**

- Other tasks as required by the Artistic Director, Executive Director, Head of Learning & Participation or General Manager

## **Company Policies**

- To adhere to the company's policies on Data Protection, Health and Safety, Child Protection, Safeguarding, Social Media, Environmental and Equal Opportunities, Equality, Diversity and Inclusion and anti-Racism.





## ADMINISTRATOR PERSON SPECIFICATION

### Essential

- Excellent administrative skills and strong attention to detail.
- Experience of basic book keeping and data entry.
- Excellent interpersonal and communication skills and the ability to communicate with a wide variety of people at all levels.
- Creativity in the areas of social media and graphic design
- A proactive, motivated working style with the ability to work on your own initiative
- Proven ability to prioritise a varied workload, balance competing demands and meet deadlines.
- Ability and interest in developing and maintaining robust administrative systems.
- High level of literacy and numeracy.
- A keen interest in ensuring the office runs smoothly; being prepared to jump in and assist with a wide range of requirements.
- A collaborative approach to working in a small, busy team.

### Desirable

- Experience of basic website management and design tools (i.e. photoshop, Canva) and using a variety of digital and social media platforms
- Strong understanding of Microsoft Office 365
- Experience of working with SharePoint
- Understanding or experience of developing SharePoint sites or intranet
- Knowledge of Quickbooks software
- Experience of working as part of a small team, preferably within an arts or not for profit organisation
- An interest in Frantic Assembly and contemporary theatre

### General Requirements

- A commitment to the values of Frantic Assembly
- To contribute to the development of a professional and respectful working and learning environment
- To contribute to Frantic Assembly's understanding of diversity and its implication for the arts and to ensure that this understanding informs all the organisation's activities
- To ensure adherence to the organisation's policies and procedures
- To work in a flexible manner in line with the organisation's objectives
- To work for the benefit of Frantic Assembly at all times



## **GUIDANCE NOTES FOR APPLICANTS**

### **HOW FRANTIC RECRUIT**

You will be marked on the information you provide within your application form and in your interview only. We will not be assessing you based on existing knowledge of your professional experience that we might have.

It is therefore important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.

These notes are intended to help you to participate in our selection process as effectively as possible and assist you in providing us with all the information that we need to help us understand how you meet the requirements of the role. Please read these notes carefully before completing your application form.

### **EXAMINE THE JOB DESCRIPTION & PERSON SPECIFICATION**

The job pack includes a full job description with a person specification. The purpose and main duties and responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

### **ANALYSE YOUR EXPERIENCE**

Look at the activities involved in the vacancy. Ask yourself why you are interested in this vacancy? Would it be a good career move for you? Is the move a promotion, which would enable you to gain more responsibility or enhance your skills, or is it a sideways move intended to broaden your skills and experience? Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience.





## COMPLETING THE FORM

If you require an application form in an alternative format please contact us on 020 7841 3115. Please do not attach any additional information to your application form. CVs will not be considered.

The section headed 'Supporting Information for Application' is a very important part of the form. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required. Provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

Don't forget to proof-read your form and check for any errors before submitting it to us.

## APPLICATION FORM MARKING SYSTEM

Your [application form](#) forms part of the assessment process and you will be marked on both your application form and your interview. When marking we are assessing how closely your application meets the selection criteria set out in the person specification. We will go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to score highly.

## INTERVIEWS

We will contact you by phone to invite you to interview followed by an email. This email will give full details of what the selection process will involve. This may include carrying out a selection exercise to test out your ability to carry out specific requirements of the role for which you have applied.

## OFFERS

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK. You will be required to undertake an enhanced DBS check.

We hope you find the above helpful and good luck with your application.



## ABOUT FRANTIC ASSEMBLY

Frantic Assembly creates thrilling, energetic and unforgettable theatre ("the most innovative and progressive theatre company around" The Times).

Led by founding Artistic Director Scott Graham the company attracts new and young audiences with work that reflects contemporary culture. Vivid and dynamic, with a unique physical style, the company has built a reputation as one of the most exciting companies in the country. Frantic Assembly has toured widely throughout the UK, since its inception in 1994 and has performed, created and collaborated in 40 countries internationally.

Frantic Assembly collaborates with many of the UK's leading artists, regularly commissioning writers to create original works for the stage. In past productions we have worked with playwrights Simon Stephens, Andrew Bovell, Mark Ravenhill, Abi Morgan and Bryony Lavery. Our distinct creative approach has influenced contemporary theatre-making and prioritised the use of movement directors and choreographers in new dramatic works. It has inspired writers to embrace new creative processes and opened up actors and dancers to new techniques. This is a matter of great pride as we continue to do something different and to do it differently.

Sharing our work and the way we work is at the heart of what we do. The accessibility of the Frantic Method has empowered and inspired people to participate, educate, collaborate and make thrilling work. Our learning and participation work is therefore symbiotic with and emanates from our artistic output. Our performances fire people up to attend Frantic Assembly workshops, which in turn creates new and diverse audiences for our show and the wider theatre industry.

Our commitment to learning and participation has been liberating the potential of future theatre makers for nearly 25 years. We work with over 14,500 young people aged 14+ every year, all around the world. Our activity currently encompasses three key programmes:

- **Learn workshops for students:** We are studied as leading contemporary theatre practitioners on five British and international academic syllabuses. We work with schools in the UK and abroad, including touring workshops and residencies to Asia, America, Canada and Australia.
- **Train workshops for emerging artists, practitioners, and teachers.** Our introductory, intermediate and advanced workshops draw participants from all over the world.
- **Ignition; our ground breaking, innovative vocational training project for young people age 16 - 24.** Targeting those with little previous experience of or exposure to the arts, Ignition unlocks creative potential in young people across the UK.

## CORE COMPANY VALUES

**Collaborative - Authentic -  
Accessible - Brave - Empowering**



## THE COMPANY

**ARTISTIC DIRECTOR**

Scott Graham

**EXECUTIVE DIRECTOR**

Kerry Whelan

**GENERAL MANAGER**

Myra Tam

**ADMINISTRATOR**

Vacant

**HEAD OF LEARNING & PARTICIPATION**

Marilyn Rice

**ASSOCIATE DIRECTOR (LEARN & TRAIN)**

Sophie Shaw

**LEARNING COORDINATOR**

Vacant

## BOARD OF TRUSTEES

Mark Hawes (Chair), Matthew Hunnybun, Amit Kataria, Tina Kokkinos, Matthew Littleford and Joanna Read.

## ASSOCIATE ARTISTS

Simon Pittman - Creative Associate

Michael Lynch - Associate Film Maker

Neil Bettles - Associate Director

## PRACTITIONERS

Maggie Ann Bain, Amelia Cardwell, Michelle Edwards, David Gilbert, Paolo Guidi, Sean Hollands, Richard James Neale, Perry Johnson, Steve Kirkham, Gavin Maxwell, Joanna McGibbon, Steven Miller, Linzy Na Nakorn, Felipe Pacheco, Marc Pouani, Jonnie Riordan, Krista Vuori, Lucy Wild and Jess Williams.

For more information about Frantic Assembly visit our [website](#).

