

Job Description: Administrator

Job title:	Administrator
Responsible to:	Operations Manager
Responsible for:	Office and financial administration
Main purpose of the post:	To provide administrative assistance to Operations Manager and financial administration of the Mowlem Institute Charity
Hours:	20 hours per week (Job Share options to be discussed)
Salary:	£12,500
Holidays:	20 days plus statutory bank holidays (to be taken in lieu when necessary), pro rata

Responsibilities:

Financial:

- Responsibility for financial administration, management of budgets, cash reconciliation, daily management of cash floats for box office, bar and petty cash. Reconciliation of credit card and bank statements
- Daily processing of cash received from box office and bar and review of any till discrepancies
- Banking of cash and cheques
- Supplier invoice processing
- Raising of invoices for hirers

Administration:

- Day to day administrative duties as required to assist Operations Manager
- Ordering of stationery as required
- Responsibility for Community Room bookings and liaison with Hirers
- Raising of contracts for all Third-Party theatre and event companies.
- Stock control of tickets
- Filing
- Ordering of promotional posters and other POS material. Liaison with printers and film distribution companies. Responsibility for ensuring printing of all material to a strict timescale.

THE MOWLEM

Theatre, Cinema & Function Rooms

- Data entry onto Skedda (master calendar)
- Input of data required for TicketSource and liaison with Marketing Assistant.
- Help maintain an up-to-date Fire Evacuation policy and ensure fire drills are carried out, with regular training given to staff and volunteers as required.
- Review and renewal of all annual contracts and maintenance
- Dealing with all enquiries via email
- Returns of all films
- Ensuring all First Aid Cabinets are fully stocked at all times
- Key control and audit

Staffing:

- Management of staff holiday rota
- Training of new staff on box office systems as required
- Liaison with front of house and bar staff
- Liaison with volunteers
- Liaison with Trustees
- Assistance with staffing rotas as required
- Input/management of staffing records into Bright HR software