

ADMINISTRATION DIRECTOR

JOB PACK

Actors Touring Company is looking for a ADMINISTRATION DIRECTOR

This is an exciting opportunity to join ATC's team, supporting our work and our mission.



Michelle Asante in FAMILY TREE by Mojisola Adebayo, directed by Matthew Xia, Greenwich & Docklands International Festival, August 2021

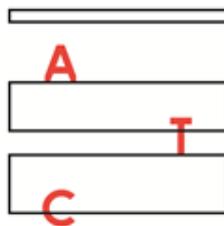
***“ATC is a portable portal to the world”
Artistic Director Matthew Xia***

Read more about Matthew Xia's vision for ATC and his rallying cry for change, [HERE](#)

ACTORS TOURING COMPANY

www.atctheatre.com

Company No 01472949 Registered in England Charity No. 279458 Vat No. 209281318



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ABOUT THE JOB

The Administration Director will be the linchpin of the company.

You'll teach us a thing or two – we want to learn from you and develop our own practice from your contribution to our team and our work.

Organisation and Administration

- Administrate the day-to-day running of the organisation
- Support the executive team and board, co-ordinating individual and organisational calendars and acting as executive assistant where needed
- Facilitate and schedule events and meetings, for example quarterly Board meetings, Board sub-committees, cultivation events, recruitment processes
- Administrate issuing of contracts, for example with freelance project teams, co-producers, venue partners and external suppliers
- Manage the annual insurance review process with ATC's broker
- Respond to general enquiries
- Act as an ambassador for ATC and our work in the wider theatre sector

Productions

- Liaise with the Associate Producer and production teams on scheduling, highlighting potential clashes, overtime and implications for duty of care
- Create information packs for each project to support project teams
- Maintain up-to-date records of production and project personnel
- Liaise with tour and other project teams to arrange travel and other needs
- Create production tour packs for all company members including schedules, travel arrangements, venues details and essential information on each location
- Arrange travel and accommodation for ATC staff as required
- Work with the Associate Producer to manage visa application processes for ATC's international touring or for visiting artists

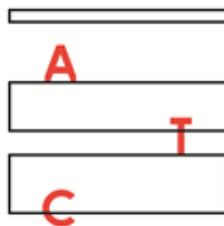
Communications

- Oversee maintenance and updating of the company's website
- Monitor and maintain ATC's mailing list
- Create regular Newsletters for mailing list members

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- Liaise with graphic designers, printers, distribution houses and venues on marketing materials and assets; proofing copy and print, and arranging print delivery to venues
- Ensure accurate and up-to-date information is provided for the publication of play-texts and programmes

Governance and compliance

- Be the key point of contact for trustees
- Co-ordinate and circulate Board and sub-committee papers
- Attend Board meetings and taking minutes
- Ensure compliance in matters of governance, company records, Charities Commission and Companies House

Policies and Monitoring

- Maintain organisational policies and a schedule for policy reviews

Safeguarding Champion

- Ensure policy is regularly reviewed and best practice is actively maintained
- Process DBS checks in line with Safeguarding Policy

Green Champion

- Review, update and measure success of ATC's Environmental Policy and Action Plan
- Compile Environmental reporting, liaising with Julie's Bicycle, in line with the requirements of Arts Council England

Data Officer

- Act as designated Data Officer, ensuring compliance with GDPR legislation, putting appropriate measures in place to keep personal data secure and reporting any breaches

Equality, Diversity & Inclusion monitoring

- Ensure monitoring data is fit for purpose and kept up to date
- Prepare the Annual Data Survey for Arts Council England, liaising with the Associate Producer and Executive Director to ensure accurate reporting

Office and Management

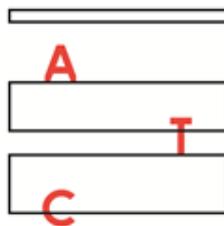
- Ensure the office is well maintained and, working with external suppliers, take responsibility for the IT infrastructure, printers, stationary and utilities, in line with ATC's Environmental Policy and Action Plan
- Liaise with office landlords on and manage the office tenancy

People

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- Contribute to HR and pastoral care for the company, in conjunction with the Executive Director
- Co-ordinate and, where appropriate, line manage internships, shadowing, work experience and other professional development or training opportunities in partnership with external bodies
- Arrange training for the team or Board as required and keep relevant records

Annual Salary £28,000

Contract Full-time

Flexible working We are open to flexible working patterns for this role. We are really happy to discuss whatever might be the best arrangements for you.
We are strongly committed to the principles of PIPA – for more info on what that means, see <https://pipacampaign.org>

Access ATC is an inclusive employer and works to support the individual needs of all staff members. If there are adjustments we can make to adapt this role to the specific needs of the post-holder, we will commit to doing so. We aim to meet the access needs of applicants at all stages of the recruitment process - please contact us if you feel we've missed anything.

Pension ATC operates a contributory pension scheme

Notice 2 months on either side (Probationary Period of 1 month)

Line Manager Executive Director

Holiday 25 days per annum plus public holidays

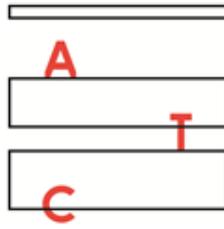
Location ATC's office will be based at Carlton Mansions, part of the new Brixton House arts development, London SW9 8GL, from December 2021.

We are currently operating a hybrid model, flexibly combining home and office-based working. We anticipate this continuing for at least the next few months.

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Some travel to tour locations in the UK is likely to form part of the job. This will probably involve some overnight stays (travel and accommodation expenses are paid).

Hours of work

Usually 10am-6pm Monday to Friday, but we are open to flexible working hours and days. As you would expect in theatre - there will be occasional evening work.

Right to work

The post-holder must have the legal right to work in the UK

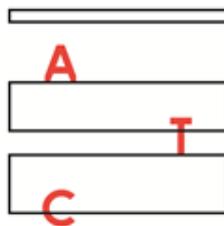


ABOUT YOU

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*These are the qualities and experiences we think you will need to fulfil this role. They might all apply to you, or only some. If, after reading the role description, you feel that you would be right for the job, we want to hear from you. **You don't need to have ALL the above qualities, just SOME of them.***

- You love theatre and/or live arts and performance
- You identify with ATC's mission and values, particularly our global perspective and how that translates into our engagement with artists, audiences and participants
- You have an eye for detail
- You anticipate tasks, see problems coming and present solutions
- You are good at time and task management, ensuring you deliver work on time, without putting unnecessary strain on your other tasks, or on yourself
- You are brilliant at organising and prioritising – for yourself and for your colleagues
- You can demonstrate excellent administrative / IT skills and record-keeping

ABOUT US

Actors Touring Company (ATC) is a theatre company that **creates dialogue between Britain and the rest of the world** – and between the **intersecting cultures within our country**. It is one of the only UK theatre companies committed to producing plays that come from beyond our shores.

We amplify the voice of the 'outsider within', and the **cross-cultural communities at the heart of our nation**.

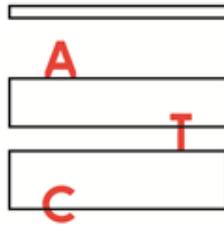
We are a leading commissioner of plays by writers from the global cultures within the UK.

Founded in 1980, ATC is a company that is continually evolving and seeking to reflect the UK of the 21st century in our work and the creative practitioners and communities we collaborate with and serve. In the last few years, we have produced plays from Australia, Norway, the US, Germany,

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Israel and Russia - bringing international voices to theatres across the UK, from Scarborough to Plymouth and everywhere in between.

Signature productions include: *The Brothers Size*, *The Events* and *Amsterdam*, the ATC debut of Artistic Director Matthew Xia.

Current projects include:

- [Family Tree](#) co-commission with the Young Vic, produced with Greenwich & Docklands Festival 2021; to be further developed in 22-23
- [Rice](#) a European premiere, produced with the Orange Tree Theatre in Autumn 2021 and on tour nationwide in 2022

ATC is led by a joint executive of Artistic Director and Executive Director. From 2022, the Joint CEOs will work alongside by a new team of Administrative Director, Associate Producer and Finance Manager. We also run an Associate Director programme to support professional and artistic development of emerging directors, aimed at improving socio-economic diversity in future arts leadership. The programme's current Associate Director is Ameera Conrad.

The team has been working from home since March 2020. We have recently begun the transition into hybrid working, which we will continue as we move into our new office space at [Brixton House](#).

HOW TO APPLY

You can apply in writing, or by sending us a short video or audio.

What to include:

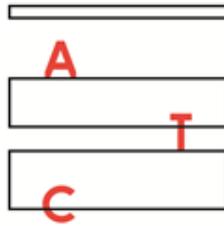
Tell us:

- Why you are interested in working with us
- Tell us about a project or an achievement that you're really proud of – and how that demonstrates your skills and experience
- Tell us about something you've seen or experienced that inspired or influenced you – an arts experience, a play, a gig, an exhibition, a festival ...

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- Look carefully at the 'about you', 'about the job' and 'about us' sections and tell us about your experiences, skills and interests so that we can understand as much about you as possible
- Please tell us anything else you think is relevant, different or interesting!
- *Please include contact details for two champions of your work who know you in a professional capacity.*
- *A completed equal opportunities monitoring form (this is an online form – link [here](#))*
 - *NB the information on the monitoring form is anonymous, used for data monitoring purposes only and does not affect your application.*

WHAT TO SEND

- Application including -
 - Letter (no more than 2 sides of A4)
OR
 - Video (no more than 5 minutes)
OR
 - Audio (no more than 5 minutes)
- Equal opportunities monitoring form - *this is an online form – link [here](#)*
- Contact details for 2 champions of your work (we may take up references if you go through to the 2nd round of interviews - we will always ask your permission first)

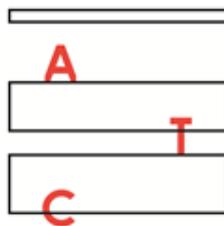
To: recruitment@atctheatre.com

Deadline: Midday, Monday October 18

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WHAT HAPPENS NEXT

By October 22

We will let you know if your application is successful

If we're selecting you for interview, we will get in touch to make arrangements

w/c October 25

First Interviews

- First interviews will be conducted remotely, via whatever platform suits you best
- A 20-minute 'getting to know you' meeting
- We will send you the interview questions in advance to help you prepare

W/c November 1

Second Interviews

- For candidates shortlisted following the first interviews
- We hope that these can be conducted in person, although are aware that this may not be possible
- The second interview will focus on your approach to the job and how we might each benefit from working together
- The interview will last around 40 minutes

By November 8th

Appointment

- We will appoint the Administration Director and let the final shortlist of candidates know whether they have been successful
- Feedback will be available to all longlisted candidates

By January 10th

Administration Director begins working with us

- We anticipate that you may have up to 2 months' notice from a previous post

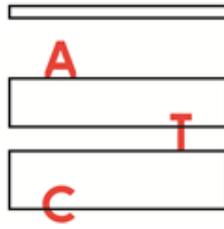
QUESTIONS?

You are welcome to contact us for an informal chat.

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To arrange, just drop us a line on recruitment@atctheatre.com

Let us know a bit about what you'd like to discuss, and what way you'd prefer us to get in touch – phone, email, video chat, etc.

We will get back to you.

No question is a bad question 😊 Please just ask.

We want to hear from YOU.

Get applying!

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