



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Events Administrator, School of Performance and Cultural Industries, Faculty of Arts, Humanities and Cultures



Salary: Grade 5 (£25,742 – £29,605 p.a. depending on experience)

Reference: AHCPC1069

Location: University of Leeds Main Campus

Full time, ongoing post available from 01 July 2024

We are open to discussing flexible working arrangements

Events Administrator

School of Performance and Cultural Industries

Faculty of Arts, Humanities and Cultures

Are you a skilled administrator with an interest in theatre and live events management? As events administrator you will work as a member of the theatre staff team within stage@leeds and the School of Performance and Cultural Industries assisting the Artistic Director in the smooth day to day operation of our publicly-licensed theatre and in School activities associated with the theatre complex.

You will possess demonstrable experience of working within an administrative and financial capacity with experience of organising staff schedules and rotas. You will have an excellent understanding of good practice in health and safety, assessment of risk and of the regulations relating to performance activity. You will also possess the willingness to undertake further training and development as necessary.

You will be self-motivated and proactive; with the ability to manage and prioritise your own work and to use initiative where required. Excellent interpersonal and communication skills are essential. You will be required to work effectively and co-operatively as a member of a team in an outward facing role. You will be comfortable explaining theatre procedures and policies to a diverse client and user base which includes students, academic staff, professional theatre makers, community groups and corporate clients.

The post will require occasional moderate to heavy lifting.

What does the role entail?

As an Events Administrator, your main duties will include:

- Responsibility for financial administration for the University's theatre complex. This will involve understanding and adhering to the University's financial regulations in respect of banking, reconciliation, purchase orders, goods receipting, budget control and reporting etc.;
- Assisting the Artistic Director in the safe, and high quality, operation of the theatre complex and its activities. This will include compliance with both



licensing and health & safety matters, promoting a safe working environment and best working practices;

- Administrating and organising rotas for student theatre staff and volunteers in the box office, front of house and bar. Training on theatre box office financial procedures, booking systems and ensuring excellent customer service;
- Assisting the Artistic Director in liaising with both internal and external clients and users to ensure a high standard of service;
- Administrating the annual safety (LOLER, PAT, COSHH) schedule;
- Preparing risk assessments and other health & safety related records as required;
- Deputising for the Artistic Director as front-of-house theatre manager as appropriate;
- Acting as a Duty Manager when required;
- Such other appropriate duties as may be required from time to time by the Artistic Director or the Head of School or their nominee.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Events Administrator, you will have:

- A qualification - Educated to degree level or equivalent;
- Experience of financial administration;
- High level organisation skills and experience at maintaining systems (i.e. staff rotas and room bookings) and experience of major software/IT packages including Microsoft Office;
- Demonstrable understanding of good practice in health and safety;
- Excellent interpersonal skills and a facilitative, supportive and customer-focussed approach to making and staging performance and a willingness to work with a diverse client base (academic staff, students, professional theatre makers, community groups and corporate clients);

You may also have:

- Interest and/or experience in arts production and management;
- Experience of working with and leading students and or volunteers in an arts



- based setting;
- Understanding of good practice in health and safety and of the regulations relating to performance activity;
 - Experience of box office software systems;

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Mr Steve Ansell, Artistic Director and Theatre Manager, Stage@Leeds
Email: s.ansell@leeds.ac.uk

Additional information

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Arts, Humanities and Cultures we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.



Information for disabled candidates

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

