OFFICE ADMINISTRATOR

Confirming quality in Dance, Drama and Musical Theatre

JOB DESCRIPTION

Location: CDMT resides at Salters Hall, 4 London Wall Place, London EC2Y 5DE, and this role is office based. Salters Hall is located conveniently for Moorgate, Liverpool Street and Bank stations, and is accessible from street level and throughout the building.

Normal office hours are Monday to Friday, 9.30am to 5.00pm but events/projects may demand the occasional evening/weekend work. The position encompasses four days a week on an initial 12-months contract.

Purpose of the post: You will provide administrative support to our small team in a vibrant, prolific and growing organisation which provides quality assurance and membership services to institutions delivering training, education and assessment in dance, drama and musical theatre.

CDMT is looking for a person who will embrace this opportunity to prove themselves in an arts administration role, being as committed and enthusiastic as the rest of our team. This position is an ideal starting point for someone interested in a career in arts administration.

This is a broad role, as the scope of the organisation is wide, but essentially you will support the team in an efficient and accurate manner, being responsible for looking after the office environment.

Excellent team working, written and verbal communication skills; a confident and personable telephone manner; a good standard of literacy and numeracy, and a professional approach to work are essential to this post.

APPLICATION PROCEDURE

Completed applications should be sent via email to Emily Maloney at projects@cdmt.org.uk by **5.00pm** on **19th July 2023** and comprise:

- a full Curriculum Vitae (CV)
- a covering letter indicating why you would be suitable.

The interviews will be conducted on **27th July** at the CDMT offices.

PRINCIPAL RESPONSIBILITIES

To contribute to the work of the CDMT by:

Information

- Maintaining and updating mailing lists and contact details on databases
- Maintaining hard copy and electronic filing systems, mailing lists and membership databases
- Answering general queries on the telephone and by email
- Sorting, distributing and posting incoming correspondence, parcels and outgoing mail
- Attending meetings and taking minutes as appropriate
- Checking and proof-reading written documents and reports and preparing them onto templates
- Co-ordinating surveys, clearing processes and consultant activities.

Organisation

- Supporting staff in the organisation of meetings, projects, inspections, seminars and special events as required (booking venues, ordering refreshments etc.) and ensuring the needs of participants are taken into account, including access, dietary etc.
- Booking travel and accommodation for CDMT and assessing officers as required
- Assisting with the administration, organisation and execution of various initiatives and conferences which may involve occasional overnight stays and weekend work by agreement
- Assisting with production of CDMT's annual publication, The UK Guide
- Updating information on various CDMT websites, including cdmt.org.uk, gradedexams.com, and dadainfo.org.uk as required
- Preparing content for a range of online communications, including CDMT's social media
- Administering reviews of showcase performances by CDMT consultants
- Undertaking any other duties that may reasonably be requested by senior staff.

General office

- Opening and closing the office as required
- Managing the office diary
- Answering the telephone
- Greeting visitors to the office
- Monitoring and ordering stationary and all office materials and supplies
- Maintaining day-to-day running and presentation of office and staff areas
- Preparing electronic documents with colleagues and keeping records up to date
- Undertaking photocopying, printing and distribution of materials
- Purchasing, preparing and servicing refreshments for visitors to the office
- Liaising with maintenance and support companies, including technology providers, to ensure the efficient operation of the office.

PERSON SPECIFICATION

Experience, knowledge and skills required.

- Excellent interpersonal skills and a commitment to supporting and working with others
- Previous experience within an office environment is desirable but not essential
- Educated to degree level or equivalent experience, this position is an excellent starting point for someone interested in a career in arts administration
- Good written and verbal communication skills
- A high standard of literacy and numeracy
- Computer literacy and familiarity with *Microsoft Offic*e and *Outlook*
- An ability to work as part of a small team
- Well organised, accurate with a concern for detail
- An ability to be proactive and multitask
- A confident, assured and personable telephone manner
- A commitment to equal opportunities
- A proven interest in dance, drama, musical theatre and/or the performing arts
- Familiarity with *Eventbrite* and *SurveyMonkey* software would be of help.

TERMS OF EMPLOYMENT

The terms below do not form part of a contract and are for information only. On appointment the successful applicant will be issued with a contract setting out the full terms of employment.

- Initial 12-months contract with potential for progression
- Four days per week (30 hours). Normal hours are from 9.30am – 5.00pm at the CDMT office
- Pro-rata 22 days annual vacation (dates by agreement with the Director) plus statutory holidays
- Two months period of notice on either side subject to the successful completion of a four-month probationary period
- Salary: Pro-rata £21,500
- Reporting to CDMT's Membership and Projects Manager
- CDMT operates a pension scheme
- CDMT is an equal opportunities employer.

June 2023