



Administrator

Job Description

Key purpose: This role supports the day-to-day administration of the company and works closely with our acting ensemble to facilitate the work we do producing high quality theatre productions and creative development opportunities.

Responsible to: Executive Director

Duties:

Ensemble administration

- Communication with LHTC Actors and their support workers/family members.
- Collaborate with Support Team Coordinator to implement specific requirements
- Coordinate and document annual auditions
- Production support for (Artistic) Director
- Production support such as schedules, travel and hospitality
- Administrative support for projects such as Lung Ha Across Scotland

Office administration

- Office management

- Remote working tools management
- Liaison with IT for day-to-day operation
- Liaison with building managers and with other tenants and attend tenants meetings
- Maintain archive material (print, production media, press, other historic documentation)
- Monitor info@lungha.com inbox

Company administration

- Admin support for Artistic Director and Executive Director
- Development and fundraising support
- Environmental reporting
- Board administration including support for Chair
- Finance
 - o Invoice processing
 - o Raising payments
- Communications/Website maintenance
 - o Updating website (using wordpress)
 - o Support social media output

Person Specification

| | Essential | Desirable |
|---------------------------|-----------|-----------|
| Administrative experience | x | |

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|---|---|---|
| Previous experience in an administrative role | x | |
| Extensive experience of Microsoft Office & other office/time management software | x | |
| Demonstrate effective communication and interpersonal skills in dealing with a wide range of people/organisations with tact and professionalism | x | |
| Experienced in minute taking | x | |
| Demonstrate a methodical approach and strong attention to detail | x | |
| Flexibility, responding with initiative to changes in company activity (i.e. production periods), work effectively and proactively under pressure | x | |
| Experience in working with learning disabled adults | | x |
| Interest in theatre and/or performing arts | | x |

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|---|---|---|
| Experience in environmental initiatives and reporting | | x |
| Financial administration and banking systems (i.e.Xero) | x | |

- **Contract/Hours:** Full-time/permanent hours are 35 hours per week (excluding lunch breaks), Monday–Friday, with flexibility around evening and weekend working in line with production/activity schedules.
- **Salary:** £26,000 per annum. 3% employer pension contribution.
- **Location:** Lung Ha office, Grindlay Street, Edinburgh with occasional travel around Scotland, and a blended approach to office and home working. There is an expectation with this role that office and contact time will be connected to the responsibilities above.

If you would like to apply but don't meet all essential criteria, please get in touch for an informal conversation – you may have the potential or experience elsewhere that makes you the best person for the role.

Should you have any questions or would like information in an alternative format please do not hesitate to contact Executive

Director, Ruth McEwan ruth.mcewan@lungha.com / 0131
2219568 .