

FINDHORN BAY ARTS

Post: Operations & Admin Assistant (part-time, short term contract)

Hours: 2 days / 16 hours per week

Duration: June 2018 – October 2018, fixed term 18 weeks. Immediate start available. Possibility of continuation with Findhorn Bay Arts subject to needs analysis and availability of funding.

Salary: £24,000 pro rata, with option of salaried or contracted on a freelance basis

Work base: 86 High Street, Forres, IV36 1NX

Responsible to: Line managed by the Artistic Director, Findhorn Bay Arts responsible to the Board of Directors of Findhorn Bay Arts

Responsible for: Working with the Artistic Director to ensure the smooth and efficient running of Findhorn Bay Festival events

Applicant must be available to work daytime and evening for the week of the Festival on the following dates: Monday 24 September to Tuesday 2 October 2018.

Re-numeration for these dates will be worked as time in lieu or at an agreed fixed fee.

2018 Findhorn Bay Festival

The 3rd Findhorn Bay Festival is a spectacular six-day celebration of arts and culture, taking place at the heart of Moray from Wednesday 26 September to Monday 1 October 2018. Showcasing artists of national and international renown, performances and events take place in unexpected spaces and scenic locations.

The Festival brings something for all with a vibrant mix of theatre and performance, exhibitions and live music, fine-art and photography, talks and tours. Experience good local food, community participation and free activities, including Scotland's only Culture Day extravaganza in Forres.

A new and unique theatre piece based on the Scottish literary work *The Buke of the Howlat* will premier during the Festival. A shrewd and curious tale written in Older Scots in the 1440s at Darnaway Castle in Moray will be performed in a stunning outdoor setting. The story is brought to life through an intergenerational choir, dancers and circus performers, actors and visual installations.

Main Purpose of the Post

The Operations & Admin Assistant will work closely with the Artistic Director to ensure the smooth and efficient running of Findhorn Bay Festival events. They will coordinate; artists and bookings contracts; travel/accommodation; production staff and schedules; casual staff and volunteers. Prepare the event management plan and risk assessments which support operational delivery of activity and general administration.

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Key Tasks & Responsibilities:

- Execute the efficient running of the Festival, working within established management systems and procedures
- Maintain up-to-date records, files, contact lists and booking information for all Festival activity
- Provide general administrative support to the company's Artistic Director and ensure all activities are carried out with efficiency, maintaining rigorous and time-efficient procedures for all company paperwork
- Prepare all paperwork, contracts and schedules required for artists and personnel, under the Artistic Director's instruction
- Support the operational management of all bookings – timetabling, gathering and distribution of logistical information and preparing staff/volunteer rotas, travel, etc.
- Confirm and liaise with venues pertaining to booking, schedules and invoicing
- Liaise with the Festival's production services in finalising all equipment bookings and production schedules
- Prepare all risk assessments and event management plan, under the direction of the Artistic Director
- Liaise with emergency services and Moray Council in relation to event management and services required
- Work as a member of the core team to ensure efficient and effective evaluation and follow up
- Undertake reception/Festival Hub duties and supporting the public profile of the organisation
- Event management duties during the Festival week (front of house, stage management etc. of allocated events) and working part of the Festival team to ensure events and operations run smoothly

Findhorn Bay Arts expects all its staff and volunteers to:

- Develop constructive relationships and communicate effectively with internal and external colleagues, both paid staff and volunteers;
- Know, adhere to and promote Findhorn Bay Arts policies;
- Participate in learning activities and performance development as required;
- Recognise their own strengths and areas of expertise and use these to advise and support others;
- Recognise their own areas of development and seek the advice and support of others;
- Fulfil any other duties that may reasonably be requested from time to time.

This job description is a general statement of the tasks and responsibilities associated with the post. It is subject to periodic review and change to reflect the changing nature of the post and the needs of the organisation.

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Person Specification

SKILLS & ABILITIES	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Outstanding organisational and methodological skills • Excellent written, verbal communications and presentation skills • Ability to plan and prioritise workload to varied deadlines and timescales • IT competency – Word, Excel and Powerpoint • Ability to develop constructive relationships and communicate effectively with internal and external colleagues 	
EXPERIENCE	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Experience of administration (min 1 year) • Experience of working to schedules and deadlines • Experience of dealing with clients/customers by phone and face-to-face • Experience of developing and implementing policies and procedures (Health & Safety, Safeguarding, etc.) • Experience of assessing risk and developing Risk Assessments • Experience of rotas/scheduling staff and/or volunteers • Experience of undertaking project and event evaluation and writing and presenting formal reports 	<ul style="list-style-type: none"> • Experience of working in the arts/cultural sector, particularly live events • Experience of managing projects and budgets • Experience of procurement, tendering and quotations
KNOWLEDGE	
<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Knowledge of the local/national creative arts world
TRAINING & QUALIFICATIONS	
<i>Essential</i>	<i>Desirable</i>
	<ul style="list-style-type: none"> • Third level qualification (Degree or Diploma)
OTHER	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Willing to work flexible hours • Ability to travel 	<ul style="list-style-type: none"> • Valid driving license and access to transport

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TO APPLY

Person Specification

Findhorn Bay Arts seeks the optimum candidate who can best meet all Essential Skills and most closely demonstrate the Desirable Skills. Applications who do not meet all Essential Skills will not be considered. Findhorn Bay Arts reserves the right to weight key skills within the selection process.

Applications must be received no later 12noon on Monday 30 April 2018

Application Process

- Submit a CV and biography evidencing your competencies in all areas as detailed in the Key Tasks & Responsibilities
- Include a covering letter detailing how you meet the Person Specification
- Details of two referees

Incomplete application submissions will not be considered

Interviews

Interviews will take place on Wednesday 2 May (times to be arranged). Please let us know your availability for interview on this date at time of application. SKYPE interviews can also be arranged. We will inform you if you are to be called for an interview by 8pm on Monday 30 April 2018.

Please post, or email to:

Kresanna Aigner
Findhorn Bay Arts
86 High Street
Forres
Moray
IV36 1NX

director@findhornbayarts.com

For further enquiries, you can also contact: 01309 673137