



Photo: Surge Street Theatre by Marc Hindley

# FINDHORN BAY ARTS

## **Vacancy: Administrator**

### **About Us**

Findhorn Bay Arts (FBA) is an award-winning creative producer of cultural events and activities firmly rooted in the communities of Moray. Its vision is to make Moray a place of creative opportunity for artists, audiences, and participants.

Established in 2012, it is a non-profit organisation, a company limited by guarantee [SC413997], and a recognised Scottish charity [SC049867].

FBA has grown considerably since our inception in 2012 from an initial Culture Day celebration to producing a year-round programme of high-quality arts and cultural activities for people of all ages.

Development has been significantly informed by a desire to increase recognition for the Moray creative sector and for the positive role that arts and culture can make in so many parts of our lives. Findhorn Bay Arts has been a driving contributor to the revitalisation of the region as a creative place, including establishing the Ignite Moray Youth Arts Hub, co-founding the Culture Cafe creative network, and contributing to the Moray Cultural Strategy: We Make Moray.

Its signature event, the biennial Findhorn Bay Festival, is a spectacular celebration showcasing exceptional artists, all set in unexpected places and scenic locations. A year-round programme encompasses creative community events, education, outreach, volunteering, artist residencies, and networking events attributing to making quality creative activities accessible across a region where the cultural budget has been reduced by 100%.

In recognition of the social, cultural, and economic impacts of its work, FBA has a strong reputation for working in partnership with a wide range of local, regional and national partners, attracting year-on-year support as well as winning numerous awards.

The Findhorn Bay Festival plays a major role in attracting visitors to the region contributing nearly £900,000 to the local economy.

The organisation is about to undergo an exciting period of change with new longer-term projects as well as planning for our Biannual Findhorn Bay Festival which will take place 20th-29th of September 2024.

## **Administrator Role Introduction**

This is a key role that sits at the heart of the charity, ensuring the smooth and efficient running of the organisation through a range of general and finance administration tasks relating to daily operations and assisting with the preparation of the bi-ennial Festival, and our year-round programme of events.

This is a varied and stimulating role, with a broad range of responsibilities at different points in the year and especially in a festival year. The Administrator will provide high-quality and efficient administration support across the organisation including its operations, activities and events, creating a well-ordered, efficient and positive environment for all those who engage with the company and with an ability to maintain a workflow in a fast-paced environment.

As well as having the required skills and level of experience as per the job specification below, this role requires someone with a positive attitude towards problem-solving, a warm and supportive personality, energy, and who is highly focused with a great attention to detail.

Findhorn Bay Arts is looking for someone who is committed and excited by working in a creative environment, and although it can at times be a demanding work environment, it is also sociable and highly supportive.

Working closely with the core team and wider team of freelance artists and project leads, it is a great role for someone who is a highly focused individual and is energised by complex organisation and logistics.

## **Key Details**

Job Title: Administrator  
Contract: This is a permanent post subject to ongoing funding and employment review  
Location: Forres, Moray  
Salary: 26K per annum (pro rata to 3 days £15,600 per annum)  
Hours: P/T, 22.5 hours p/w (3 days equivalent), flexible working necessary  
On the run up to our biennial festival there is the potential for this role to be expanded to up to 4 days per week. To be agreed / negotiated depending on organisational need, candidates availability and budgets.  
Reporting to: Finance Manager



Photo: Danny Boyle's Pages of the Sea at Roseisle Beach by Mark Richards

## **Responsibilities**

### Office Management

- Being the first point of contact for all visitor to the office
- Answering the phone, office and info inboxes ensuring all enquiries are dealt with appropriately and promptly
- Liaising with contractors, landlord and suppliers
- Ordering supplies and ensuring the office is tidy
- Set up and maintain office and hire equipment inc. printers, answering phones, Internet
- Keep Access policy and safe working practice records up-to-date and undertake annual review with staff
- Ensuring the Administration Handbook is kept up to date and changes communicated to staff

### General Administration

- Be the hub for company communications between core team, project leads, and freelance artists, creating systems for information sharing, circulating schedules, organising meetings and social events as appropriate
- Maintain company records, paper and digital, including filing, managing, and maintaining online software systems (G-Suite)
- Manage the companies CRM system (Podio) including setting up of apps, creating templates and onboarding / training manuals
- Set up new user IT profiles and email addresses, basic configuration of computers, printers and internet and troubleshooting of systems
- Support the induction and training of new staff and freelance project staff in IT and company systems including its G-Suite and CRM system
- Manage postal mail, telephone calls, and general company email inbox replies in a professional and timely manner
- Manage PVG checks as required for staff and volunteers
- Maintain HR records for all staff, volunteers, work placements, internships, freelance staff, and artists and support recruitment and induction as required.
- Provide general administrative support to core team members and project staff as required

## Finance Administration

- Filing of invoices for the Finance Officer and set up of annual folders.
- Manage and reconcile petty cash.
- Coordinate payroll and pension enrolment with respective providers.
- Assist the Company Secretary with the preparation of annual returns and other statutory returns, and quarterly board reporting as required.

## Festival and Events Administration

Assisting with general preparation for the Festival including:

- Ensure artists' and event details are collated and up-to-date on our CRM system
- Ensure all relevant administrative paperwork is in place including schedules, contracts, access riders for festival staff, artists, volunteers and freelancers and preparing and managing rotas
- Liaising with artists and the booking of artists / guests accommodation and travel requirements
- Management of the office during the Festival, including fielding enquiries to colleagues, and responding quickly and appropriately to customer enquiries and feedback
- Coordination and booking of venue hires, room bookings, and equipment
- Coordination and booking of catering and bar providers for events
- Assist the Marketing and Communications Manager with updating events on Ticket Provider Service and event listings
- Assist the team and project leads with the organisation of events to include all logistical arrangements, agreeing and communicating schedules, managing invitations, RSVPs, and final guest lists
- Other general duties
- Contribute to company-wide discussions about policy, planning, future strategy, and budgets and attend meetings when required
- Attend and represent FBA at relevant events, conferences, and performances on behalf of the organisation

This job description should not be considered an exhaustive list of duties, and due to the nature of the organisations and our projects other tasks not included in the above may arise. These additional duties will be considered by evolving organisation circumstances / needs and will be determined and agreed in discussion with the post holder.



Photo: Findhorn Bay Arts Culture Day 2016 by Samantha Fraser

## Person Specification

### Essential Skills

- Minimum 5 years' experience in office administration.
- Excellent administrative and time management skills, with the ability to set up and maintain administrative systems and procedures.
- Excellent verbal and written communication skills with the ability to build effective relationships with team members, suppliers and with an initiative to handle enquiries appropriately.
- Excellent organisation skills combined with exemplary attention to detail and clarity of communication, with the confidence to take ownership of responsibilities and follow them through successfully.
- Self-motivated, efficient and an effective team member with the ability to work using their initiative with a positive and creative attitude towards problem-solving and balancing multiple priorities.
- Excellent computer literacy with experience in managing CRMs, cloud based software and IT systems including G-Suite and all Microsoft applications (Word, Excel, PowerPoint, Publisher) and Adobe PDF

### Desirable Skills

- Experience of administrative work within an arts and / or festival environment
- Experience in book-keeping or accounting software
- Experience in managing payroll

### Personal Attributes

- Has a commitment to equality, diversity and inclusivity
- A proactive and positive approach to work, with a willingness to 'muck in'
- The confidence to ask for assistance and support when needed
- Adopts a flexible, adaptable approach to tasks and relationships
- The ability to communicate honestly, openly and consistently
- The ability to maintain highly sensitive information
- Enthusiasm to take up any training required with this post

## About Us

Findhorn Bay Arts (FBA) work towards the vision that Moray is a place of exceptional creative opportunities. We have the mission of connecting, engaging and celebrating people and places through exceptional and diverse creative opportunities in Moray and beyond.

As award-winning creative producers of cultural events and activities, we provide year-round opportunities that bring cultural, economic and social benefit to the region, as well as those living and working in it.

We are based in the rural town of Forres, which is nestled on the stunning bay of Findhorn. Since our foundation in 2012, we have grown from being synonymous with our biennial Findhorn Bay Festival which takes place in the towns and villages of the Forres area into year-round producers of community-facing and creative sector-connecting development projects across the region and beyond.

FBA delivers transformative, experimental and award-winning regeneration projects that resonate locally and inspire nationally. Acting as a conduit for dialogue between residents and artists, we continually seek to explore how creativity can amplify voices, find solutions and develop connections. Our work responds to community and creative sector needs, encourages ambition and provides space for innovative thinking.

We are guided by our values, which are provided to show what we care about, how we work with others, how we make decisions and what principles we operate by.

Our values are:

- openness and exploration
- partnership and collaboration
- connection and hope
- conserve and foster
- equity and respect

Each value should not be seen in isolation from another; each informs the other. All are integral and core to us and you can find out about how they inform our work here. As an organisation we want to achieve our goal of ensuring that Moray is a creatively ambitious region and one of exceptional creative opportunities. We want to ensure our diverse communities enjoy equal access to experience creating, work and learning through vibrant, high quality creative experiences.

We want Moray to be a vibrant place to live, work and visit; one that its residents are proud to shout about and that visitors want to discover - bringing economic growth and social benefits to residents across Moray.



We're a team of people who are passionate about making creative things happen in Moray and beyond, and each of us bring a range of skills, expertise, and a commitment to making exceptional creative opportunities happen and with the widest range of People.

As a charity, a Board of Trustees governs FBA. We maintain a flexible approach to staffing that allows us to grow and contract as the scale of our programme delivery requires. We are led by our Creative Director and founder, Kresanna Aigner. This role is supported by 3 part-time positions. All positions are held by highly skilled and experienced individuals, who together provide a small core of strategic and creative leadership as well as day-to-day responsibilities for admin, finance and communications. Any substantial programme delivery relies on a larger team of project- recruited and funded roles (on a freelance or fixed-term basis).

We strive to be an Inclusive organisation that supports employees, regardless of their background or circumstance, to thrive at work and we are committed to equality and fairness for all. People will be engaged based on their ability and merits of their suitability for the job. FBA will not discriminate on grounds of age, disability, gender, gender reassignment, race, religion or belief, or sexual orientation.

We offer hybrid working and home working where needed and seek to provide an intersectional approach and flexible solutions that respond to the needs of individual staff and that contribute to the wellbeing and equality of all.

## **What We Will Provide**

FBA is committed to creating a positive and inclusive environment where everyone feels respected and valued. We welcome the whole person to work, and understand that each of us brings our experiences, our backgrounds, and our own unique lens to what we do.

We recognise that each employee/freelancer will have different needs and responsibilities and we will accommodate these as best we can.

You will be supported by FBA in the following ways:

Equipment: Equipment required to fulfill your role will be provided

Pension: Workplace pension (opt out option)

Accommodation / Mileage: Travel to our workplace in Forres and accommodation is not covered. Travel and accommodation to other locations as part of your duties is provided according to FBA's staff travel policy.

Fulfillment:

- FBA actively supports and encourages training and development.
- We approach this in a variety of ways; on joining the organisation we undertake a training needs review and offer training immediately; encourage staff to research training, which is relevant to their position, but also what interests them on a personal level.
- We offer peer-to-peer training, in house and using external organisations. Each person in our organisation is encouraged to share training outcomes with the team.
- We offer up to 3 days per year on a pro rata basis for creative personal development/community volunteering

## How to Apply

**CLICK HERE to go to our application form.**

On the application form, please attach/include:

- An up-to-date CV
- A covering letter (no more than 2-pages) stating how you meet the knowledge, skills, and experience criteria and why you are interested in the post
- Contact details for two referees. We will not make direct contact with them without seeking your permission

### Selection Process and Timeline

Application deadline: 12 noon, Monday the 15th of April 2024

Applicants notified if selected for an interview by the 19th of April

Interviews: To take place Tuesday 23rd April

Role begins: As soon as possible

If selected to come to the interview, we will contact you to arrange a time and discuss whether this will be in person or via video conference platform. We will ask you a set of questions that we will send you in advance and you can ask us questions before, during or after our questions.

If you require further information before completing your application, please feel free to contact [office@findhornbayarts.com](mailto:office@findhornbayarts.com) to set up an informal conversation about the role.