

Job Title: Arts Administrator
Salary: £20-24k, dependent on experience
Contract: Full time, permanent after initial 3 month probationary period
Location: Bristol – office based
Hours: 9am-5.30pm Monday-Friday

ABOUT CIRQUE BIJOU

Cirque Bijou make shows in myriad environments with and for communities and clients worldwide, with emerging and world class artists, and for audiences of fifty to tens of thousands.

Whether creating or producing a touring outdoor show, a one-off party for a private client, a stadium show or a community engagement show in a recreation ground, all our work requires the same creative flair, attention to detail and close team work. We combine a pioneering spirit with sky-high production values that gives our shows a unique edge few can match.

THE ROLE

We are looking for an exceptional Arts Administrator to support our small, passionate team across all the company's projects. This is an excellent opportunity for an early-career Arts Manager or Producer with the ambition to learn and develop in the role.

Responsible for the day to day running of a busy office, the Arts Administrator will be a central point between all members of staff and a first point of contact for artists, clients and creative partners.

A job for an extremely organised, confident and proactive multi-tasker, it requires an abundance of energy, resourcefulness, a head for numbers, and a keen eye for detail. This role offers autonomy and responsibility in a busy and often pressurised environment so the ability to prioritise effectively and communicate efficiently is key.

A certain proportion of the Arts Administrator's time will be devoted specifically to work on the company's groundbreaking project Extraordinary Bodies <http://www.extraordinarybodies.org.uk/>, the UK's leading integrated professional circus company, which is a partnership project with another organisation, Diverse City.

Cirque Bijou are committed to training and developing our staff. This role will specifically include training around inclusive practise in circus and live performance.

MAIN RESPONSIBILITIES

- Answering phone and email enquiries
- Supporting the team with administration, research and planning
- Managing and negotiating artists availability, contracts, travel and accommodation
- Ensuring the office working space is well organised – taking responsibility for post/stationery/meeting space bookings etc
- Assisting with marketing - especially social media output
- Assisting with financial data input

- Maintenance of company databases: contacts, enquiries, clients, artists
- Keeping company systems, diary, filing and ICT, tidy and up to date
- Line management of cleaner, warehouse manager and other freelance contractors
- Taking company meeting minutes
- Approaching various projects of the company with sensitivity to their different requirements.

PERSON SPECIFICATION

ESSENTIAL

- Demonstrable administration and planning experience at a high level
- Excellent communication skills
- A proactive, positive and confident team member used to supporting others and working with colleagues on all levels
- Excellent attention to detail with an aptitude for logistics and technical details
- Ability to work independently under pressure managing time, competing priorities and resources in a structured way
- Effective decision maker and resourceful problem solver
- Excellent IT knowledge including Mac programs and presentation software
- Experience of designing and implementing office systems

DESIRABLE

- Experience working in an arts/events environment
- Project or business management experience
- Experience / interest in planning access provision
- Line management experience
- Experience managing budgets
- Knowledge of accounting systems
- Experience managing building operations
- Experience / interest in marketing and social media

ACCESS

Deaf and Disabled applicants will be interviewed. If you have any specific access requirements for the interview or foresee any barriers to the proposed way of working, please specify if you are invited to interview.

TO APPLY

Please send your CV (no more than 2 sides of A4) to kate@cirquebijou.co.uk along with a [Vimeo](#) link to a 3 minute recording to camera (e.g a smartphone camera), telling us why you think you are suitable for the role.

Deadline: Thursday 14th December 2017, 9am

Interviews: Tuesday 19th December 2017