



**Moonstruck Astronaut  
community theatre company  
Arts Administrator  
Job Description**



Moonstruck Astronaut is a not-for-profit community theatre company based in Newport, Shropshire. Our mission is to bring the local community of Newport and surrounding areas together through theatre projects and foster friendship, self-expression, belonging and confidence, first with our primary-school age children, then extending to young people and adults in time. We run the Newport Youth Theatre for 7-14 year olds and outdoor 'Drama in the Forest' workshops for 6-12 year olds. We have recently been awarded funding by the Arts Council, Postcode Local Trust, ASDA and Waitrose. The theatre company's work is expanding rapidly and this is a very exciting time to join us.

We are seeking a part-time Arts Administrator who believes in the value of our mission to join our passionate team and help Moonstruck Astronaut community theatre company succeed in filling the gap in supporting local children's creative development.

Please visit [www.moonstruckastronaut.com](http://www.moonstruckastronaut.com) and [www.facebook.com/moonstruckastronaut](https://www.facebook.com/moonstruckastronaut) to learn more about the theatre company and its current projects.

**Role: Arts Administrator**

**Reporting to: Artistic Director**

**Fee: £2000 fixed term contract 6 months – contract potentially to be extended dependant on funding.**

**Hours per week: 5-7 hours inclusive of in-person meetings**

**Flexible remote working with in-person meetings.**

**Person specification:**

Committed / Consistent / Flexible / Friendly / Open-minded / Organised / Motivated / Pro-active / Punctual / Reliable / Thorough / Sense of humour / Straightforward

**Job description**

We are looking for an Arts Administrator to help us advance our administrative processes in running our projects and contribute to creating a stable clerical infrastructure for the community theatre company to operate from. Also to reduce the administrative tasks taken up by the AD so she can increase her focus on creative tasks, networking, project management and funding applications, and maintain her energy levels to be able to deliver our theatre projects well.

**Main Duties:**

- ✓ Meet weekly/fortnightly with the AD to organize, prioritize and delegate tasks.
- ✓ Assist the AD in project managing the Youth Theatre, and Drama in the Forests concurrently and smoothly.
- ✓ Assist AD to meet grant funding deadlines and improve organization.
- ✓ Assist funding applications and fundraising support and securing evidence (for example collecting testimonials/case studies)
- ✓ Help monitor grant applications, maintaining a positive relationship with funders eg. thanking them, inviting them to events.
- ✓ Manage social media accounts, reply to enquiries, post regularly etc.
- ✓ Monitor Eventbrite bookings and assist in managing Eventbrite event listings for our projects.
- ✓ Improve filing and organization of documents in the MA office.

- ✓ Management and procurement of office equipment.
- ✓ Assist the team to fully transfer to the outlook calendar to diarize meetings/ deadlines.
- ✓ Assist the AD in marketing for projects.
- ✓ Assist the AD in sourcing and maintaining volunteers in all aspects.
- ✓ Assist organising PR campaigns.
- ✓ Assist with the admin involved in recruitment and management of staff and volunteers eg DBS checks, policies & procedures, training, supporting, thanking.
- ✓ Assist in organising the Google Drive folder system for the theatre company.
- ✓ Operate the admin@moonstruckastronaut.com email address.
- ✓ Check emails to admin@moonstruckastronaut.com frequently, especially when a project is launching or being run.
- ✓ Help maintain excel spreadsheet of all prospective parents/ guardians.
- ✓ Send out group emails to parents / guardians.
- ✓ Manage parent and volunteer enquiries via email, Facebook messenger and WhatsApp groups.
- ✓ Create registers for the Youth Theatre and Drama in the Forests.
- ✓ Email to organizations whenever relevant e.g. Funders, PR, marketing etc.
- ✓ Excellent interpersonal skills with children, volunteers and adults.
- ✓ Support the start of Youth Theatre sessions at the welcome desk.

### **Essential skills required:**

- ✓ Excellent I.T skills.
- ✓ Social media experience.
- ✓ Good organisation, attention to detail and admin skills.
- ✓ Good communication skills both written and verbal.
- ✓ Pro-active approach to tasks and activities.
- ✓ Calm head, especially when time is tight.
- ✓ Reliable, consistent, clear, efficient communication.
- ✓ Able and willing to respect confidentiality online in accordance with our policies & procedures.
- ✓ Understanding and interest in the running of a community arts organisation.

### **Desirable skills:**

- ✓ Managing budgets and spreadsheets
- ✓ Assist in managing the financial aspects of running a business (eg cash flow forecasts)
- ✓ Accounting skills
- ✓ Experience of running community interest companies
- ✓ Experience within social media and digital marketing
- ✓ Experience in journalism and marketing
- ✓ Technical know-how and IT knowledge (solving/understanding technical glitches etc)
- ✓ Support with grant writing applications
- ✓ Help write PR articles for the local press and media
- ✓ Make PR contacts e.g local press and media
- ✓ Find people and organisations relevant to our mission

**To apply, please send an email to [hannah@moonstruckastronaut.com](mailto:hannah@moonstruckastronaut.com) which details any relevant experience and skills and what interests you about the theatre company and the Arts Administrator role, attaching a recent CV.**

**Please include a cover letter or film (maximum 3 minutes) telling us about yourself and any relevant experience you may have.**

**If you feel like you are the right person but you aren't sure, please apply.**

**Deadline to apply: Monday 9th January 2023 at midday. Interviews to be held in 9<sup>th</sup> January week for starting working with us from the 16<sup>th</sup> January.**