



OFFICE ADMINISTRATOR

August 2022

We welcome applications from candidates with an interest in Events, HR and Arts Management, whether or not they have completed formal training, and recognise that experience gained from other areas of work, including voluntary work, is transferrable.

1: OVERVIEW

- Job Title:** Office Administrator
- Salary:** £19,500 – 23,000 p/a pro rata (dependent on experience)
- Hours of work:** Part time (24 hours per week / 3 days), we would consider offering a full-time role for an exceptional candidate who brings additional skills and experience to the role, specifically HR or design
- Responsible to:** General Manager
- Duration:** 1-year fixed term contract to October 2023 with the possibility of extension, subject to funding.
- Location:** Manchester, UK (role is office-based)
- Start date:** ASAP
- Visa requirements:** If you are a non-British citizen, you will need to have the right to live and work in the UK. We will request proof of your right to work before an offer of employment is made.



XTRAX

2: WHO WE ARE

XTRAX is an outdoor arts organisation based in Manchester, UK. See the [XTRAX website here](#). Formed in 2001, we are one of the UK's leading development agencies for the outdoor arts sector, supporting artists and festivals to develop, programme and advocate for high-quality, UK-made, outdoor performance. We run self-initiated projects, events and showcases; as well as providing strategic management and producer services. [You can meet our current team here](#).

Our main projects in 2022 are:

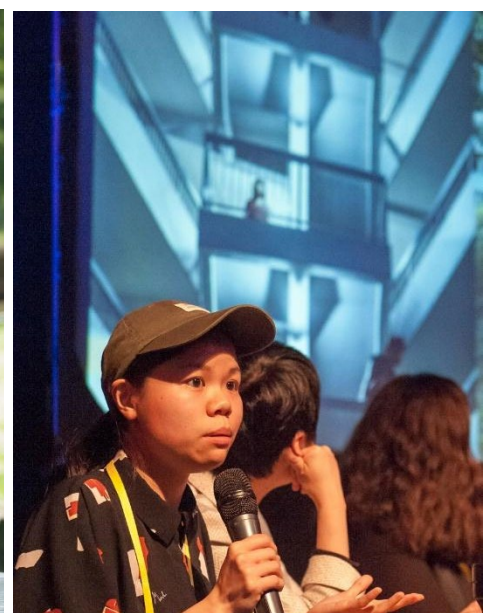
- Strategic management of [Without Walls](#), a consortium of festivals and organisations dedicated to leading excellence in UK outdoor arts through the creation and touring of inspirational new work. Explore Without Walls' achievements in 2021, with our [latest Without Walls film here](#), and get to know our work in 2020/21 in our [latest Annual Report here](#).
- Delivery of industry showcase events in partnership with UK and International festivals, as part of our Platform4:UK project. This programme includes training opportunities, seminars, talks and networking opportunities designed to support outdoor artists and sector professionals. This had been planned as a live programme but has been redesigned because of COVID-19 restrictions and will include some live events as well as online activity using a specialist digital event platform.
- Tour management of Wired Aerial Theatre's internationally acclaimed large-scale show [As the World Tipped](#) which has toured to Europe, Australia, South Korea and South America, though this has been affected by COVID-19.



Audiences at City Encounters 2021 © Ash Mills; Without Walls Network Partner Festival



Black Victorians by Jeanefer Jean-Charles © Ash Mills; Without Walls 2021 commission



XTRAX Showcase Event at Stockton International Riverside Festival, 2019 © Gilbert Johnson



3: WORKING AT XTRAX

The XTRAX staff team is made up of 13 people. After 20 months of working from home due to the COVID-19 pandemic, we returned to working in our office in Hulme in South Manchester after Christmas 2021. The collaborative nature of our work means we want to work together in the office as much as possible. As such, applicants for the Administration Officer role will need to be based in or close to Manchester.

4: WHAT WE ARE LOOKING FOR

We are looking for a reliable and forward-thinking administrative professional to join the XTRAX team. You should have the skills and motivation to support XTRAX and Without Walls with delivering our activities.

This role is a great opportunity for someone with excellent administration skills wanting to build experience in the field of festivals and events. Our day-to-day activity involves liaison with festival directors and artists across the UK and internationally, and so this post offers an insight into the exciting world of outdoor festivals. The post is based at our office in Manchester. We are looking for a part-time post for 3 days a week, with the possibility of a full-time role for an exceptional candidate who brings additional skills and experience in the fields of HR or design. XTRAX and Without Walls work across a large number of partners and deliver a large programme of events each year, both in the UK and internationally (COVID-19 dependent). You should be a hands-on person with great attention to detail who is comfortable working at a fast pace.

While experience of administration or operational management would be welcome, we would also consider training someone who is motivated to learn to deliver this role. Please don't be put off if you think you match some of the person specification but not all of it - we would like to hear from you if you think you can do the job.

5: DIVERSITY, EQUITY, AND INCLUSION

XTRAX is committed to diversity, equity and inclusion and aims to reflect and celebrate diversity in all aspects of our work. However, we recognise we should be doing much better than we currently are, particularly in relation to the diversity of our staff team.



We would be particularly interested in receiving applications from Black, Asian and ethnically diverse people, and Deaf, Disabled and neurodivergent people. If you identify as being from one of these groups and there is access support that will help your application, please let us know by contacting adam@xtrax.org.uk or call 0161 227 8383. We will do what we can to help.

6: HOW TO APPLY

If you would like to apply, please send us:

- **Your CV.** This should detail your key skills, employment or voluntary experience relevant to the role, and relevant education or vocational training. **Please include two referees**, one of which should be your current or most recent employer or someone else who has worked with you in a capacity relevant to this role. They will not be approached until after the interviews and with permission from you.
- **A cover letter** telling us why you are interested in this position, how your skills and experience meet the needs of the role. Please also indicate if you are applying for the part time or full time role. This should be no longer than 2-pages of A4.
- We will accept a **variety of formats for applications**, such as audio or video files, that contain the information described above. Audio or video files should not be more than 10 minutes in length.
- A completed **Equal Opportunities Monitoring Form**. This will be separated from your application at the shortlisting stage, but it helps us to understand and improve who our advertisements are reaching. [You can download the form here](#). Completion of the form is voluntary.

Please send your application to Adam Cooper at adam@xtrax.org.uk with the subject header 'Office Administrator' and whether you are applying for the part-time or full-time role.

If you wish to have an informal conversation about this role then contact our Finance Manager, Adam Cooper at adam@xtrax.org.uk

The deadline for completed applications is 10am on **Monday 12 September 2022**.

Interviews will take place on **Wednesday 21 September 2022**, in-person in Manchester. We will reimburse reasonable travel expenses for in-person interviews.



Strong Enough by Strong Lady Productions © Helen Boast, 2021 Without Walls Commission

7: JOB DESCRIPTION

The main purpose of the role is to offer office management and administrative support to the team for the delivery of our events and strategic activities across XTRAX and Without Walls.

The postholder will work closely with the General Manager and Associate Director to support the operational management and HR processes of the organisation, as well as offering support to the Project Management team.

The role has responsibility for ensuring that our office runs smoothly and supporting the delivery of our large programme of activities. You will support the team with the operational management of XTRAX and Without Walls, including office management, record keeping and evaluation preparation, as well as setting up and maintaining office management systems in collaboration with the Marketing and Administration Assistant. One focus of the role is to support the team with preparing our busy calendar of events, setting up training sessions and booking travel and accommodation for staff, our network partners and international delegates.

The postholder will benefit from a range of professional development opportunities and gain insights to the operations of a funded arts organisation working on a range of national and international projects. All staff have opportunities to learn on the job, for example by attending a range of outdoor festivals and events in the UK and working with some of the UK's leading festivals and arts organisations.



The post holder will undertake the following:

Project Administration and logistics

- Support the planning of an annual training programme for staff, Board members and partners.
- Assist in the preparation and delivery of all events including meetings, webinars and training events
- Research and negotiate room bookings, catering, travel and accommodation for meetings as required.
- Liaise with translators to ensure the preparation of suitable material in different languages, including BSL.
- Support the creation of grant offer letters and contracts.
- Provide administrative support in Open Call and tender processes for Without Walls.
- Provide administrative support to all staff as required, prioritising work to meet all deadlines.

General Office Management

- Monitor and maintain stationery and office supplies as required.
- Undertake general administrative duties including answering the telephone, taking minutes of meetings, arranging meetings (online and in person), communicating with artists, arranging travel and hotels as needed.
- Assist in gathering evaluation data and keeping accurate records of all activities delivered.
- Assist in gathering data around the operational management of the organisation (e.g. electricity usage for Arts Council reporting requirements).

Data Management and Evaluation

- Support the General Manager to ensure evaluation processes are streamlined and managed efficiently across all activity.
- Assist in the annual evaluation process, circulating and collecting evaluation forms
- Ensure monitoring documents and records are kept up to date across the organisations.

HR

- Support the Associate Director with keeping HR records and managing staff requests, such as holiday forms, scheduling review meetings, managing staff festival visits etc.
- Maintain records for staff timesheets and other monitoring information.

XTRAX

We would consider offering extended hours to a candidate with design skills to work with our marketing team to create printed and online materials, such as flyers, brochures, online newsletters or social media content (images, short videos, infographics). **Any other duties as may reasonably be required.**

8: PERSON SPECIFICATION (*E = Essential, D = Desirable*)

The ideal candidate will have been working in a comparable role for a minimum of one year and/or will have an aptitude for arts administration with strong knowledge of:

- Office applications including MS Word and Excel (E)
- Issues of equality, diversity and inclusion (D)
- Experience of managing a Customer Relationship Management (CRM) or database system (D)
- GDPR and data privacy (D)
- An understanding of HR procedures and practices (D / E for full time role)
- Current practice in the performing arts (D)
- Design applications such as InDesign, Photoshop or Canva (D / E for full time role)
- Film and photo editing software (D)

The ideal candidate is likely to have the following personal qualities and experience:

- Excellent administrative skills (E)
- Excellent organisation skills and attention to detail (E)
- Interest in festivals and the arts (E)
- Excellent presentation skills and a polite and friendly manner (E)
- Excellent communication skills, both verbal and in writing (E)
- Ability to multitask, work at speed and be flexible while driving results (E)
- Ability to work with a range of external partners including festivals organisers, artists, funders and board members (E)
- Self-sufficient, well-organised, with a focus on completion and delivery (E)
- Good team player working well under pressure and to deadlines (E)
- High levels of initiative and ability to take responsibility (E)

XTRAX Showcase at Stockton International Riverside Festival 2019 © Gilbert Johnson

