

PA & Administration Assistant North London

**Full-time (35 hours per week)
Fixed term contract until the end of December 2019
Salary £20,500 per annum**

We are looking for a proactive and organised individual to join our team. You will provide PA support to Akademi's Director, Mira Kaushik OBE, manage the day-to-day running of the office, and provide administration assistance across a wide range of projects and productions.

You must have relevant administration experience, ideally in an arts organisation. You will be a strong communicator, with good IT skills and a structured, well-organised approach. A strong interest in dance is highly desirable. Knowledge of South Asian dance is not essential but would be an advantage.

Akademi is the UK's leading producer of South Asian dance, capturing imaginations through inspiring storytelling and unique spectacle. Creating vital talent pathways for the next generation of dance artists, Akademi also takes dance to the heart of the community, offering life-affirming experiences for those who are disadvantaged, disengaged or isolated.

Further information about Akademi can be found on our website: www.akademi.co.uk

For further information please email info@akademi.co.uk or call 020 7691 3210.

**Closing date for applications: Friday 22 February 2019 at 5pm
Interviews: w/c 4 March 2019**

Please complete the application form and confidential equal opportunities monitoring form (both downloadable from <http://akademi.co.uk/vacancies/>). Please note they will be separated before your application is shortlisted. CVs will not be accepted. Shortlisting will be carried out based only on the information you give us so please demonstrate how your experience, knowledge and skills match the requirements of the job.

Please return your application form and equal opportunities form to info@akademi.co.uk with the subject heading PA and Admin Assistant.

Or by post to:

Recruitment
Akademi
Hampstead Town Hall
213 Haverstock Hill
London, NW3 4QP

All applicants will be informed of the outcome of their application.

Akademi is funded by Arts Council England. Charity no: 1107249

Akademi is committed to be an Equal Opportunities employer. Akademi recognises the importance and advantages of diverse workplaces and communities and thus particularly welcomes applicants from underrepresented groups. Should you need this information in another format, or require reasonable adjustment, please let us know.

Information in the form of personal data will be used to process the application for recruitment purposes. Unsuccessful applications will be destroyed after one year. The personal data on successful applicants will be needed to administer the employment and further information on how this will be used will be available during the induction period.

JOB DESCRIPTION

POSTION: PA & Administration Assistant

REPORTS TO: Director

AIMS OF AKADEMI

Akademi's mission is to inspire audiences and change lives by creating and nurturing excellence in classical, contemporary, popular and participatory South Asian dance.

Our vision is that South Asian dance is thriving at the centre of British cultural life. We want everyone, no matter their age or background, to have the opportunity to experience, learn about or participate in South Asian dance, and in doing so gain an understanding of different communities and cultures.

Our programme has three main strands: Performance, Artist Development and Learning & Participation.

PURPOSE OF THE POST

To support the Director and Administrative Director, manage the day to day running of the Akademi office and ensure that an efficient service is provided to the Board and external enquirers.

To provide administrative support to Akademi projects, particularly productions and artist development.

PRINCIPAL RESPONSIBILITIES

Personal Assistant to the Director

- Manage all incoming and outgoing correspondence for the Director, including drafting letters and emails and redistributing mail within the office.
- Organise the diary of the Director to ensure the most efficient use of the Director's time and ensure relevant papers are available for meetings.
- Respond to queries, invitations, etc. by letter, telephone and email, ensuring the information is accurate and a good service is provided.
- Take dictation as required from the Director and prepare letters and reports.
- Compile presentations as required for potential funders and sponsors.
- Proof read correspondence, reports and applications on behalf of the Director to ensure clarity and accuracy.
- Maintain an efficient and accessible filing system for the Director, ensuring confidentiality of personnel files.
- Keep other members of staff informed of the commitments of the Director.
- Research and prepare briefings for internal and external meetings.
- Greet visitors in Reception and provide refreshments as required.

General Administration

- Provide a friendly and efficient phone and email service for enquiries about Akademi.
- Work with the Administrative Director and other staff to ensure the smooth running of the office.
- Assist in maintaining a high standard of presentation of the offices.
- Organise meetings (including board meetings), book rooms and refreshments, prepare agendas and papers, take minutes and action notes, following up to make sure action is taken.
- Arrange team meetings and take accurate notes for distribution and action.
- Maintain records of equipment, serial and model numbers, instructions and guarantees. Ensure electrical equipment is PAT tested annually.
- Maintain catalogues of resources including the library, media library and archives
- Develop and maintain accessible and up to date filing systems (paper and digital)
- Purchase office stationery and other consumables in accordance with procedure including monitoring and maintaining stock.
- Maintain supplies of tea, coffee, refreshments, cleaning supplies and other office consumables
- Manage recruitment processes in conjunction with the Administrative Director (eg: compile application pack, process job applications, organise interviews, administer tests and send out letters).
- Manage the relationship with the cleaning company.

Project Administration

- Support the administration of all Akademi work programmes as required.
- Take responsibility for specific projects and events relating to Artist Development, such as auditions, bursary schemes, networking and professional development events.
- Support freelance producers on aspects of production administration, including booking rehearsal space, checking artist availability, preparing schedules and contracts.
- Maintain the stores of costumes and props, arranging dry cleaning when required, and ensure adequate supplies of production kit.
- Attend rehearsals, production meetings and performances when required.
- Arrange, attend and assist at events and make all administrative arrangements to ensure events run smoothly.

Information Technology

- Induct new staff, volunteers and freelance staff in the basics of the IT system.

- Deal with IT queries from staff in conjunction with the Administrative Director and service provider.
- Ensure equipment is in good condition and available for use as required. Liaise with IT engineers on hardware problems.
- Keep a record of maintenance for IT equipment and update as necessary. Request items for replacement having received agreement from the Administrative Director.

Finance and Governance

- To ensure the timely circulation of board papers and other governance documentation for the quarterly board meetings and committees.
- To take accurate minutes of the quarterly Trustees meetings and sub-committee meetings (when required) and to ensure that these are distributed to Trustees.

Databases and Marketing

- Update and maintain the contacts database ensuring the information is up to date, accurate and complete.
- Train new staff on the database as required.
- In conjunction with the Administrative Director, ensure compliance with data protection legislation and Akademi's Data Protection and Confidentiality Policy.
- Put together suitable mailing lists/guest lists for events in conjunction with the relevant officer and send out publicity material as required. Maintain records of RSVPs.
- Update the website when required, in conjunction with the marketing team.
- Support the marketing team with Akademi's social media platforms, including posting and scheduling updates when required.

Volunteers

- Recruit, manage and assist volunteers with the co-ordination of volunteers for projects as required for the needs of Akademi.
- Maintain contact with existing volunteers to recruit again if necessary.

Equality and Diversity

- Work in accordance with the intentions and requirements of the Akademi Equality and Diversity Policy.

Health and Safety

- Act as Health and Safety Officer for the company (training to be provided if required)
- Work in accordance with the requirements of Akademi's Health and Safety Policy.

In addition, undertake any other duty or responsibility which may reasonably be requested by the Director, Administrative Director or Board of Trustees.

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of Akademi. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of Akademi.

PERSON SPECIFICATION

EXPERIENCE	Essential	Desirable
Relevant experience in a PA role (or similar), including diary management, administrative and secretarial responsibilities	✓	
Experience of organising meetings or events	✓	
Experience of working in admin for a charity and/or the arts		✓
Experience of dance or theatre production		✓
Experience of minute-taking		✓
Experience of using a CRM database to manage contacts and relationships		✓
KNOWLEDGE		
Knowledge and understanding of the principles of equality of opportunity	✓	
Knowledge of and interest in the arts, especially dance	✓	
Knowledge of South Asian dance		✓
Knowledge of Health & Safety issues		✓
Knowledge of the principles of data protection		✓
SKILLS		
Ability to run a busy office, handle a varied workload and make decisions on priorities in order to meet deadlines	✓	
Excellent time management skills with the ability to manage multiple priorities.	✓	
Ability to work quickly and accurately and proactively manage the Director's time and diary	✓	
Ability to work effectively as a member of a small team	✓	
Communication		
Excellent written and verbal communication skills	✓	
Ability to communicate with a wide range of people	✓	
Ability to maintain relationships with key individuals to facilitate Akademi's success	✓	
Ability to summarise information and produce minutes, reports and presentations as required.	✓	
Ability to handle sensitive information and maintain confidentiality	✓	
Ability to take notes or dictation as required	✓	
IT and keyboard skills		
Accurate keyboard and data entry skills	✓	
Ability to use all core Microsoft Office packages	✓	
Ability to produce well written and formatted letters, reports and to contribute to funding applications.	✓	
Personal attributes		
Trustworthy, reliable and able to keep matters confidential	✓	
Ability to contribute effectively to a small team	✓	
Calm, professional and resilient	✓	