

COMPANY ADMINISTRATOR - RECRUITMENT PACK



FK Alexander, *Transform 17 - The Other Richard*

Job Title: Company Administrator

Employer: Transform

ABOUT TRANSFORM

‘Transform has changed the way audiences experience Leeds’ - The Guardian

Transform is an engine room for powerful performance. We create exhilarating international festivals and work year-round to catalyse future-gazing artists and creatives to reimagine what theatre can be. We bring bold, brave, vivid and socially-conscious international performance to the Leeds City Region and beyond.

Our last festival, **Transform 19**, saw audiences travel to some of the city’s most iconic venues and discover amazing hidden spaces for the first time. The festival commissioned trailblazing new performance and welcomed artists from across five continents to Leeds. Commissioning and co-productions in recent years include ‘The Believers Are But Brothers’ by Javaad Alipoor, ‘Idol’ by Jamal Gerald and guest programme ‘Spirit of Change’ for the Barbican. Previously presented international artists include El Conde de Torrefiel, Florentina Holzinger and Vincent Riebeek, Tianzhuo Chen, machina eX, nora chipaumire, and many more.

Transform leads the Creative Europe supported network ‘Festivals of the Future’ supporting founder led festivals across Europe to imagine new festival blueprints. **Transform** is one of six consortium partners leading ‘Horizon’ - the new Arts Council England commissioned performing arts showcase.

Transform is led by Creative Director Amy Letman and was established as an independent company in 2015. The festival previously emerged as part of the Leeds Playhouse programme from 2011-2014.

THE FUTURE

Our vision is to further evolve **Transform** as a bold, adventurous and open-hearted international performance festival for the Leeds City Region. We want to reimagine what a festival can look like and represent in the future. Leading with an international approach, we will build a festival model that centres inclusivity and care, is co-created with younger people and communities and reflects the ideas and energies of those across the city and globe.

Our next festival is being flexibly scheduled for Autumn 21-Spring 22, an extended programme allowing utmost flexibility as we work towards rebuilding international performance programming. **Transform 21-22** will invite artists, participants and audiences to imagine with us what an international festival could be in the future and focus on kickstarting projects to later culminate as part of larger-scale festival **Transform 23**. Alongside artist development and commissioning, we are currently expanding our commitment to co-creation through developing inclusive approaches to supporting younger people as creatives, curators and change-makers.

SEEKING A COMPANY ADMINISTRATOR

Transform is recruiting for a Company Administrator to join the team. We are looking for someone with a passion for ensuring arts organisations operate effectively and efficiently.

This role is designed for someone interested in setting up and running the administrative and financial systems that help arts organisations function. You will be excited about working within the context of a small and ambitious organisation and leading on the financial and operational administration that enables **Transform** to run effectively. You will be dedicated, diligent and highly organised - with a hawk eye for numbers and detail.

THE TEAM & ROLE WITHIN IT

The representation across our current core team and board is 82% female, 36% LGBTQI+, 46% are people who are ethnically and culturally diverse and experience racism in our society, 18% identify as neuro-diverse and 9% identify as disabled. **Transform** is a relatively young organisation - 36% of our team and board are between 20-29 years old and 36% are between 30-39 years old.

We are committed to further building representation across our team in respect of protected characteristics and are dedicated to ensuring access and care is embedded at **Transform**. **We particularly welcome candidates for this role from people who are currently under-represented within the UK arts sector - including those from lower socio-economic backgrounds, who are ethnically and culturally diverse and who experience racism, who are disabled and neuro-diverse.**

The Company Administrator will join a team that consists of the full-time Creative Director Amy Letman, and part-time Producer Ali Ford, Producer (Creative People) Lily Lavorato and Assistant Producer Jay Millard. Our team is further complemented by freelance support, including Project Manager Tshayi Hercules.

We are seeking a candidate for this role who can be based in or within commutable distance to Leeds. Our office base is Mabgate Mills, which is a dynamic and well-located creative building, and our office is accessible. We also see flexible and home working as a positive contributor to our working model.

This role is initially being offered for 18 months, with potential of extension.

ABOUT THE ROLE & ABOUT YOU

We outline below the tasks and responsibilities we expect the role to include, and the kinds of experience, skills and qualities that we think are needed for the role. If you have questions about the role or would like to discuss it further - please contact info@transformfestival.org including the subject line 'Company Administrator query' to ask a question or organise a call with the Creative Director.

ABOUT THE ROLE

These are the tasks and responsibilities that the role includes:

Office & Administration

- Act as a first point of contact for incoming enquires into the organisation
- Maintain systems to ensure the smooth running of Transform, including managing and updating the company calendar and Transform's task management software
- Manage and maintain company subscriptions, updating to those of better value where appropriate
- Organise and oversee post, telephone and digital tools, stationery orders, company dropbox folders
- Maintain office computer systems, seeking external IT support where required
- Administration of the company website and mailing list
- Manage and maintain the company office both online and physically
- Provide assistance to the artistic and producing team organising research trips and meetings, making bookings and drawing up itineraries as required
- Set up and administrate company and external meetings as required

Monitoring & Data

- Management of company monitoring, overseeing collation and storing of data across staff, artists, volunteers, performances, events
- Developing and maintaining company mailing list and databases, in a way that ensures Transform is GDPR compliant

Financial Administration

- As a bank account signatory, have bookkeeping responsibility
- Make bank payments to suppliers and staff and issue and monitor sales invoices
- Posting of all sales receipts, grant income, purchase invoices, and other bank spend
- Regular bank reconciliations and monitoring of earned income
- Work with the Accountant and Creative Director to compile quarterly management accounts
- With the Producer and Creative Director, maintain and monitor a workable cashflow
- Oversee credit card statements and reconciliation
- Running and monitoring of petty cash
- Liaise with company Accountant regarding Theatre Tax Relief Claims and other relevant matters

Fundraising

- Support the Creative Director, Producer and Fundraiser in drawing up funding reports, providing relevant data and financial information as required
- Oversee funding reporting deadlines, and draw up funding reports as required
- Oversee reporting for Transform's Creative Europe funded network, and other relevant networks
- Facilitate and administrate individual giving

Governance & Legal

- Facilitate and administrate the Transform board, organising all meetings, pulling together and distributing papers, minute-taking
- Report to and update information for Companies House and Charities Commission
- Support Transform's Accountant in compiling and signing off end of year accounts
- Negotiate and renew Transform's annual Public and Employers Liability Insurance
- Maintain Transform's company policies, ensuring policies are reviewed and updated at regular intervals

Human Resources

- Manage internships, placements and traineeships
- Draft and issue contracts and key information for staff members and freelancers
- Create and maintain a company handbook for Transform
- Lead on the distribution of recruitment and opportunities, ensuring wide and diverse reach
- Be responsible for monitoring and filing all artist and creative contracts and maintaining contact databases

Foreign Entertainers and DBS Checks

- Lead on CoS and VISA applications and submission of foreign entertainers returns
- Process DBS checks

Project Support

- Support project administration as required
- Be present at the festival, support activities and events as required
- Be a champion of Transform, promoting the ethos and values of the organisation with those we work with
- Any other duties reasonably required of the role

ABOUT YOU

These are the kinds of experience, skills and qualities that we think are required for the role:

Required

- Highly organised and efficient
- Experience working in an office or administrative capacity
- Enjoyment for creating and maintaining systems and processes
- Experience working in a strongly digital environment and ability to work with computer systems, software and spreadsheets
- Experience working with budgets and with finance
- Strong communication skills, written and verbal
- Able to manage a broad range of tasks both time limited and ongoing and to be self-sufficient with time and task management
- Strong eye for detail

- Calm, methodical, able to think laterally
- Ability to work both independently and as part of a team, and a 'can do' attitude
- Interest in arts and culture
- Committed to equality, inclusion and anti-racism

CONTRACT DETAILS

Line-Manager:

Creative Director - Amy Letman

Responsible For:

Placements and interns

Salary:

£23,000-£26,000 per annum pro rata (depending on experience)

Contract Basis:

4 days per week (32 hours per week).

Pension:

Employer contributions, 3% of salary

Holidays:

20 days per annum plus bank holidays pro rata

Contract Type:

Employed. 18 months. Potential of extension

Location of Post:

Leeds City Region or commutable distance

Hours:

Flexible. Office hours are generally Monday-Friday 9.30am-6pm including a 30 min lunch break. This role will occasionally require some weekend and evening work.

*Please note - where overtime is required, **Transform** operates a TOIL (time off in lieu) policy, meaning that if an employee is required to work above their contracted/agreed hours they will arrange with their line-manager when to take the time back.*

References:

Any offer is subject to receipt of satisfactory references

TO APPLY...

Access & Inclusion

We are committed to inclusion and to supporting creative people and staff needs.

If you require this call out in a different format, would like any support completing the application, or would require support to undertake the role - don't hesitate to let us know by contacting info@transformfestival.org

Pre-Conversation

If you have particular questions or would like to discuss the role further - please email info@transformfestival.org subject like 'Company Administrator query' to ask a question or arrange a conversation with the Creative Director

Making an Application

Please send a cover letter of no more than 2 sides of A4 or alternatively a video/audio file of no more than 10 minutes in length, outlining why you are interested and what you would bring to the role. As part of this we would like you to:

- Tell us about yourself
- Tell us about why you are interested in the role
- Tell us why you think you are a good candidate for the role, with the 'About the Role' and the 'About You' section in mind

Please also send a CV including your contact details and outlining your experience/past work (it is not necessary to include education details if you don't want to - you do not need any formal qualifications or a degree for this role).

Please also download, complete and send our Equal Opportunities **monitoring form**

Applications to be sent to **info@transformfestival.org** with the subject marked - Company Administrator.

Deadline for applications - Wednesday 29 September at midday

Interview Process

Following shortlisting you may be invited to interview on **Wednesday 6 October** either via Zoom or in person. The panel will be communicated in advance. The start date for this role will be agreed with the successful candidate.