



Fallen Angels Administrator - Job Description

The post holder will lead on all aspects of administration, attend board meetings and report to the Finance and Operations Manager but will work collaboratively with the whole team.

Administration

- Frontline contact for general enquiries (phone & email).
- Tracking and collating press clippings online and in print.
- Supporting with external studio rentals.
- Organise printing and distribution of marketing materials.
- Organise and book logistics of national events, such as travel, and accommodation.
- Assist with diary management.
- Supporting with events and ticketing including using Eventbrite.
- Supporting board meetings by liaising with the board, FADT staff and noting meetings and distributing to the board.
- Collaborating with team members and freelancers to support projects, events and campaigns.

Evaluation and Monitoring

- Collate personal data and KPI information.
- Collect and collate audience and beneficiary data, audience figures and adhoc box office reports from each theatre for use in billing and Arts Council reporting.
- Set up and manage digital workshop registers and attendance tracking.
- Assist in the preparation of Arts Council England and other charitable funding reporting.

HR Support

- Managing DBS checks.
- Assist with job vacancies – uploading to the website and circulating to relevant partners.

Marketing Support

- Assist with the creation of the annual report.
- Support PR with press related activity such as coordinating press release/posters, and marketing campaigns including social media.