

# Company Administrator

## Candidate Pack



**Deadline: 5pm, Monday 13th March 2023**



## Welcome from the Artistic Director

Thank you for your interest in the role of Company Administrator. This is a truly exciting time for The Performance Ensemble.

I created The Performance Ensemble in Leeds almost 10 years ago and since then, we have been developing and creating contemporary performance and participatory projects with older people for audiences/participants of all ages, locally, nationally and internationally, in the community, on stages, on sites and online, and always in partnership. We believe in the power and potential of ensemble practice, and through our commitment to it, have forged a new path in the cultural landscape, making visible the astonishing creative potential of older people.

There are over 161,000 people living in Leeds over the age of 60. They have important, sometimes extraordinary experiences and gifts to share, but too many sit at home, unfulfilled or lonely. We believe older people should be able to participate freely in the cultural life of the community. We believe that everybody is creative and has a story to tell. We believe older people have valuable contributions to make to society, but that as we age, we become invisible to others, and that must change.

May 2023 sees the culmination of our most ambitious project to date – 1001 Stories. 12 months of activity leads us to stage a 2-week takeover of Leeds Playhouse, and the presentation of a bustling and diverse programme. We are also about to embark on a tremendous journey as a newly funded Arts Council National Portfolio Organisation, offering unprecedented opportunity to plan and produce on a longer-term basis. I am delighted that this enables us to create a full-time ensemble of older artists and new roles to support us moving forward.

The new post of Company Administrator is an important one. I'm looking for someone who is collaborative, caring, exquisitely organised and excited to work across the breadth of the company's work.

I am looking forward to receiving your application,  
Founding Artistic Director and CEO, Alan Lyddiard



# The Opportunity

We are looking for a Company Administrator to join The Performance Ensemble at an exciting time of development, supporting the team to realise our values and aspirations to make older people's creativity visible. In April 2023, we will proudly join Arts Council's National Portfolio – when we will develop the company itself and scale up the programmes of work we produce.

The Company Administrator is a new and key role to keep all aspects of the company's business on track and running smoothly – from monitoring budgets to scheduling, and from report writing to looking after our people. We will be a new team, and there are plenty opportunities to bring your experience and approach to the role to support the company's success. We will also work with you to identify and provide the support you need to flourish in this role.



## Context of the Role

After several years of experimentation and the successful delivery of one-off projects, Alan Lyddiard, award-winning theatre and film director, producer, and writer, formally created The Performance Ensemble in 2017. It is a Community Interest Company and is overseen by a board of directors. The board delegates day-to-day management of the company to the Executive, comprising of the Artistic Director and CEO, and the Executive Producer (to be recruited). The growth and success of the company has led to a review of our governance structure and the intention has been set to pursue conversion to CIO status. We are an associate company at Leeds Playhouse, and whilst Leeds is our home, our playground is international.

Arts Council's NPO funding will enable the company to cultivate and contract its older people's ensemble on a year-round basis, and employ an Executive Producer along with the administrator to support the team operationally and deliver our work. This core team will be complemented by experts including a freelance fundraiser and marketer. Our work is funded through grant income from Arts Council England, fundraising income from trusts, foundations and the public sector, and other earned income from co-productions. We are eager to explore new avenues for fundraising and earned income.

# About The Performance Ensemble

The Performance Ensemble makes high-quality performance work in support of social change. Our vision is to live in a world where older people enjoy fulfilling, meaningful and connected lives, where their creativity and contribution to society is valued.

We are an emerging company of older performers from different backgrounds and cultures, creating contemporary work that draws on older people's life experiences, hopes and fears, for audiences of all ages. We reject the dominant deficit-based narrative of ageing, and instead celebrate the fullness of life, exploring vulnerability and resilience.

We work locally and internationally from our diverse roots in Leeds: the city that celebrates over 140 spoken languages and has pledged to become the 'best place to grow old in'. You might find us and our work in a train station, a community centre, on stage, or in a garden. Each piece is different and may surprise, delight or move you to tears.

Our ensemble makes work, and also leads participatory work in the community. These are two equally valuable components of our programme. Our community work is where some of our richest partnerships are located, and we are looking forward to extending and developing activities into communities across the North, East, South and West of the city this year and into the future.

## Living and Working in Leeds

Leeds is a great place to live and to work.

With brilliant Victorian architecture standing alongside buildings rich in industrial history, the city is at the heart of the action. A vibrant creative community, with award-winning national theatre and dance companies accompanied with a thriving independent cultural sector. A burgeoning food scene, parks and public spaces, shopping, international sporting events and festivals across the year. Leeds 2023, a year-long celebration of culture, makes this year a particularly fine time to be here. 2025 sees Bradford host the City of Culture, under 10 miles away.

You don't need to travel far to access some of the UK's most spectacular areas of natural beauty. We're close to a stunning coastline, rolling dales and the atmospheric moors – all areas dotted with beautiful villages, and making Leeds the perfect base to explore from. If you prefer urban life, we're close to vibrant towns, cities, and well linked to the rest of the UK by rail.

If you're thinking of applying, you're not from the region and would like to chat to someone about what it's like to live here, then let us know.





# How to Apply

In the spirit and ethos of the ensemble, we want to open this opportunity up far and wide, and make it work for the right person. We are actively building a diverse team and welcome applications from people from different backgrounds, with different lived experiences, and we particularly want to hear from people of different ages.

We will make adjustments to support you through every stage of our recruitment process should you need it. This could for example, be an adjustment that enables you to manage a health condition or fulfil caring responsibilities.

We are happy to discuss how this role might be delivered in partnership as a job-share if this is something you wish to propose. We support flexible working as a matter of course and request your flexibility in return.

If you would like an informal and confidential conversation about the role before deciding to submit an application, please contact [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com) to book a time to talk to us. If you have any access requirements please let us know in advance so that we can make the necessary arrangements.

## **Closing Date: 5pm, Monday 13th March**

To apply, please send a CV and covering letter (2 sides of A4 maximum) to [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com) that tells us about yourself, why you're interested in this role specifically, and how your skills and experience match against those detailed in the Job Description and Person Specification. Your CV does not need to include your entire working history, please select what you see to be relevant to this role.

If you would prefer to submit your application in a different way, we also welcome video or audio submissions. Files should be no more than 5 minutes long, and submitted via WeTransfer to [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com)

As an inclusive employer, we ask that you complete the monitoring form and email this to [info@theperformanceensemble.com](mailto:info@theperformanceensemble.com). This is strictly anonymous, will not be processed with your application, and is only used to help us gain an understanding of whether we are meeting our priorities to build a diverse team. This information will be processed in line with GDPR regulations.

## **Interview Process**

The process will include a panel interview, and opportunities to meet members of the ensemble and the board.

Interviews will take place on Thursday 23rd or Friday 24th March at Leeds Playhouse.

# Job Description

## Purpose of the Role

As Company Administrator, you will be responsible for the smooth day-to-day running of the company across Admin, Finance and HR systems, ensuring compliance with company policies and procedures, and providing high quality, accurate and timely information. You will also support the coordination, delivery and evaluation of the company's wide-ranging production and community activities.

## Main Duties and Responsibilities

### Personal Support

- Provide assistance, including diary co-ordination, meeting arrangement and correspondence management to the Artistic Director and Executive Producer

### General Administration

- Utilise a range of tools and methods to maintain excellent communication across the company, including devising and implementing appropriate protocols
- Put systems in place to manage the company's file storage, project management and office systems
- Assist members of staff with IT concerns in partnership with IT support
- Liaise with external IT / phone support in the management of systems and safeguarding of data in line with GDPR
- Maintain team HR records including holiday and absence, and contribute to updating policy
- Coordinate professional development, learning and training
- Develop and manage company databases, leading on data collection, analysis and reporting to internal and external stakeholders across audiences, impact, and the environment
- Update the company website and monitor social media channels
- Coordinate and minute company and board meetings, assist in the preparation and circulation of reports
- Conduct various pieces of research upon request

### Finance Administration

- Assist in company and project budget monitoring working with the Executive Producer and external accountant
- Undertake general bookkeeping duties supporting effective day-to-day financial management of the company
- Actively work to maximise income and control costs

### Producing

- Devise and maintain a master schedule for company activity across production and community work
- Support the Executive Producer across scheduling, contracting and touring
- Design and implement effective scheduling and communication protocols so that the ensemble are updated and aware of their responsibilities from week-to-week to deliver a complex schedule of activity. Act as the first point of contact for dealing with any issues arising.



# Job Description

- Support travel and accommodation arrangements
- Administrate and maintain relationships with Community Hubs in the North, East and West of the city

## General

- Support the delivery of Equity, Diversity and Inclusion aims and objectives
- Work with the company's Executive (Artistic Director and Executive Producer) to support delivery of agreed objectives and requirements as part of our new relationship with Arts Council's as part of the National Portfolio
- Support the development of, implement and actively update company policies and procedures across, but not limited to HR, Environment & Sustainability, Safeguarding, Health and Safety, Wellbeing, GDPR in accordance with relevant law and best practice
- Promote the wellbeing of staff and participants, and ensure safeguarding policies and procedures and developed, striving to set best practice in this area
- Keep the staff handbook up to date
- Keep up to date with news and policy in the theatre sector and creative ageing more broadly



# Person Specification

## Essential

- An affinity with The Performance Ensemble's vision and ethos
- Experience of financial administration and proven ability to work within allocated budgets
- Strong IT skills with sound knowledge and experience in managing office systems
- Strong organisational skills, time management and the ability to prioritise
- The ability to manage and support a number of different projects concurrently
- Experience of supporting HR policies and procedures
- Excellent attention to detail, thoroughness and ability to complete tasks in a timely manner
- Excellent interpersonal and communication skills, written and verbal with the ability to communicate with different stakeholder groups with sensitivity, confidentiality and care
- Positive attitude with a high level of self-motivation and the ability to work on your own initiative
- Strong understanding of equality, diversity and inclusion, and the ability to apply this in practice
- A commitment to keeping up to date with current legislation related to the job description

## Desirable

- Experience of applying these skills in an arts administration setting
- Working knowledge of Employment Law and HR best practice
- Knowledge of the theatre-sector
- Experience of utilising Project Management software
- Experience of working in an Arts Council funded organisation and reporting against agreed deliverables
- Previous experience of finance software such as Quickbooks or Xero
- Experience in administering effective staff training and professional development

# Terms and Conditions

**Contract term:** 3 years fixed term with the possibility of renewal subject to future fundraising

**Salary:** £28,000pa

**Working hours:** This is a full-time post assuming a minimum of 37.5 hours per week. From time to time it will include some evening and weekend work. We advocate flexible working and will consider alternative working patterns

**Holidays:** 25 days per annum + statutory bank holidays

**Pension:** TPE offers a workplace pension with employee at 5% and employer at 3% contributions

**Responsible to:** The Artistic Director and Chief Executive Officer

**Probation Period:** 6 months

**Base:** It is likely that we would look to a hybrid working arrangement, with some time spent working remotely, and some time from our base at Leeds Playhouse. You may be required to travel to or work from our Community Hubs across the city in support of our work



**Thank you**



**We Look Forward  
to Meeting You.**