

Belfast International Arts Festival

Job Description

Festival Administrator

- Full time contract, subject to funding and organisation priorities
- To commence as soon as possible.
- £24K - £26K subject to experience

The Belfast International Arts Festival

The Belfast International Arts Festival (formerly known as the Belfast Festival at Queen's) was established as an independent charitable company in May 2015. The event is the largest multi-disciplinary arts festival in Ireland promoting artistic collaboration and audience engagement by presenting the best of emerging and established international and local professional arts.

Our mission is to be the preeminent, progressive international arts event within Northern Ireland, actively engaging both global and local communities in the richness and diversity of contemporary arts practice. With our partners throughout the entire city, we seek to create a distinctive environment for audiences to enjoy and participate in inspirational and transformative aesthetic experiences from world-class artists, thinkers and leaders.

We do this by;

- presenting a wide range of contemporary arts and cultural events of the highest possible international standard to the widest possible audiences from home and abroad;
- reflecting contemporary culture from across the globe to audiences from Belfast, NI and visitors to the province;
- offering an international showcase for the best of Northern Ireland contemporary culture;
- presenting events which cannot easily be achieved by any other UK or Irish arts organisation through innovative programming and a commitment to creating new work;
- actively ensuring equal opportunities and access for all sections of our communities to directly experience, participate in and enjoy the Festival;
- collaborating and partnering with arts and community organisations across Belfast to create an annual city wide, cultural celebration;
- ensuring the Festival has adequate financial resources and expertise to fulfil its mission and address its overall sustainability.

Our **guiding principles** reflect the importance of;

- Global Connections
- Community
- Collaboration and Partnership
- Access and cultural diversity

Directly responsible to

CEO/Festival Director

Hours of work

37.5 hours per week including some evening and weekend work that will be required in the run up to and during the Festival period.

Probationary period

Six months

Termination and Notice periods

A four-week notice period applies for both parties.

Purpose of the Post:

The Festival Administrator co-ordinates and manages administration of the festival office, and provides support to the Festival Director and BIAF team in the delivery of the Festival's annual programme of events.

Main duties and Responsibilities:

1. Office Management and Programme Delivery

- Manage the day-to-day administration of the BIAF office, including setting up and maintaining effective office systems, handling telephone and email enquiries, maintaining clerical and archive systems, monitoring and maintaining equipment and supplies, post, filing, contracts and subscriptions.
- Overseeing issues relating to the lease and premises.
- As with all other staff, supporting the delivery of individual events within and outside the Festival period by representing the company and assisting with front of house, box office and/or hospitality duties as agreed in advance with the Festival Director.

2. Financial Management

- Management of the Festival's finances on a daily basis including prompt payment of invoices and banking of receipts and keeping accurate records of all transactions.
- Preparation of transaction journals, monthly bank reconciliations and cash flows.
- Liaison with the currently outsourced payroll office and payment of monthly salaries
- Preparation of information and data to the accountants for them to submit quarterly VAT returns.
- Assisting the Festival Director with the preparation and monitoring of annual budgets and forecasts in consultation with other Festival staff.
- Assisting the accountants and auditors with the preparation of quarterly management and annual statutory accounts through the timely submission of records of transactions and all other related financial information.
- Assisting the Company Secretary and Auditors with the preparation and submission of relevant Charity Commission and Companies House returns.
- Management of the Festival's annual insurances.
- Oversight of pension arrangements for the company and its employees.
- To support the Festival Director in both drafting grant applications and fundraising proposals for the Festival and monitoring all funding agreements to ensure the Festival complies with all terms and requirements therein.
- To contribute to the drafting of tender documentation for management and other services required to deliver the annual programme of activities.

- All financial duties to be in accordance with the Company’s agreed financial management rules and procedures.

3. Governance & Policies

- Management of the preparation and circulation of papers for the Annual General Meeting, Board meetings and other subcommittee meetings as required.
- Attendance at Board meetings and other related meetings as required including the taking of minutes and notes.
- Assist the Festival Director and Company Secretary with compliance to Companies House, HMRC and other statutory bodies on matters relating to company and charity law and finance.
- Assist and advise the Festival Director and the Board of Directors on the Company’s procedures to ensure they reflect current best practice.
- Liaise with and advise line managers in the drafting of company policies, as appropriate, such as child protection, health and safety and other employment related matters and disseminate these to employees, stakeholders, artists and service providers.

4. HR Management

- Assist the Director and line managers in managing and maintaining HR systems including the recruitment and advertisement of posts to ensure compliance with legislative and good practice.
- Preparation of employment contracts and service agreements for freelancers in consultation with the Festival Director
- To ensure that systems and process are in place to support and develop effective staff management (e.g. Holidays, sickness, absence etc)
- Assist the Director and line managers in recruiting and managing volunteers, internships and placements to ensure their effective contribution to supporting the Festival.

5. Other duties

- The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably required within a small team. All staff are required to be professional, co-operative and flexible in line with the needs of each post and BIAF.
- The Festival Administrator also supports line managers as appropriate in the effective delivery of their department priorities and tasks.

PERSON SPECIFICATION – Festival Administrator

Category	Essential	Desirable
1) Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Educated to Degree level in a relevant arts discipline • Excellent verbal and written communication skills • Strong organisational and secretarial capabilities; able to multi-task effectively. • Excellent IT skills including work with database packages, Microsoft Excel & Word • Excellent communications and time management skills • Excellent team working skills • Ability to work as part of a small team 	<ul style="list-style-type: none"> • Postgraduate qualification in arts administration • Experience of working on Macs

	<ul style="list-style-type: none"> • Well organised and able to prioritise • Good working knowledge of essential financial procedures • Excellent attention to detail 	
2) Experience	<ul style="list-style-type: none"> • A minimum of 5 years of experience in an administrative role in arts and culture • Experience and knowledge of more than one artform, including drama, dance, classical and world music and literature. • Working knowledge of funding institutions in the arts and cultural sector • Experience of managing finances; payroll, income + expenditure, raising purchase orders and invoicing in line with the organisation's financial procedures. 	<ul style="list-style-type: none"> • Experience of working in an international arts and/or arts festival context • Experience of event planning and management
3) Disposition	<ul style="list-style-type: none"> • Able to work occasional evenings and weekends, particularly during the annual festival period. • Confident, friendly approach to working with a wide range of people and organisations 	

Applicants should submit a CV, covering letter and the equal opportunities monitoring form to admin@belfastinternationalartsfestival.com by **5pm on Tuesday 3rd May 2016**. Interviews will take place on Thursday 12 May.

We thank everyone who applies for their interest but only candidates selected for an interview will be contacted. No telephone or walk-in enquiries please. All applications are considered confidential. The Belfast International Arts Festival is an equal opportunity employer.