**Introducing the Dukes**

The Dukes was founded in 1971 as the only producing theatre in Lancashire. The Dukes is committed to bringing high quality live performance and cinema, creative engagement, and amazing audience experience to Lancashire.

The Dukes Playhouse Trust, which is a registered charity, manages the Dukes and company limited by guarantee and is core funded by Arts Council of England and Lancaster City Council. This accounts for approximately 30% of turnover (2019-20). Earned income is generated through box office, room hire, and fees and projects are supported by grants and an expansive programme of individual giving and corporate sponsorship.

**The Venue -** The Dukes has two core performance spaces, The Rake and The Round. The Rake is a traditional end on theatre and cinema space seating 313 whilst The Round is a unique purpose built in the round theatre space with 234 seats. Both spaces are used for both live performance and cinema. Additionally, the Dukes has developed the old creative learning building into MoorSpace, a venue focused on creative engagement and hosting small-scale contemporary theatre focused on emerging and solo artists.

**The Programme -** The Dukes is Lancashire’s only producing theatre with a ‘Homegrown’ Christmas performance and Play in the Park at Williamson Park. We also work in co production/in association to create work with artists. As a presenting theatre and independent cinema the programme includes drama, dance, family theatre, comedy, and a range of film from across the world.

The Dukes works to support talent development. Working with local artists to support creative work made in and for Lancaster as well as artists from across the region. We provide R&D space and support and work with artists to facilitate the creation of new work.

Our engagement work is presented in six strands: early years, young people, older people, hard to reach, talent development and schools. We offer distinct and inclusive participatory opportunities for all ages within the community for all ages within the community as well as other partner charities and organisations. Recognising that there are barriers preventing all ages form engaging with the arts we aspire to ensure our programme is accessible to all.

**The Team** - Staff are organised by departments: Programming, Marketing & Communications, Creative Communities, Technical, Visitor Experience and Finance. The Dukes currently employs 13 full-time, 9 part-time and 11 casual staff and has over 60 volunteers who donate their time and services.

**The Place** – The Dukes is in the heart of Lancaster city centre, a historical city in the North West. Lancaster is complimented by the beautiful Morecambe Bay and 15 rural villages surrounding the city. Lancaster has a thriving arts and cultural sector, and the Dukes works in partnership with many other organisations locally. We are also part of the Lancaster Business Development District and work alongside Local Authority initiatives and programmes to make Lancaster a amazing place to visit or call home.

**JOB TITLE: ADMINISTRATOR & EXEC SUPPORT**

**MAIN PURPOSE OF JOB**

To provide proactive administrative capacity for the Dukes and the Chief Executive.

**POSITION IN ORGANISATION:**

* Reports to the Chief Executive/Director

**RESPONSIBILITIES:**

***General Administration***

* Maintain the efficient running of the administration of the organisation.
* Assist with the upkeep of the organisation’s diary system YesPlan and act as a main point of contact.
* Contact maintenance providers in connection with office equipment. Run usage reports for internal billing and monitoring.
* Oversee the IT systems for the organisation including supporting staff and liaising with external IT contractor. Management of IT budget and investment.
* Oversee the telephone contract and liaise with external provider.
* Monitor Dukes query email (ask) and respond on behalf of the organisation, where appropriate or ensure response from another department.
* Take minutes of meetings as required.
* Support and administer general monitoring information and annual reporting requirements internally and externally.
* Assist the Chief Executive in organising meetings, diary management and other duties as required.
* Undertake projects as required to contribute to the Dukes’ changing priorities and needs.

***HR***

* Assist with the issuing and updating of staff and freelance contracts as appropriate.
* Oversee the maintenance of personnel records and filing.
* Manage the staff absence/holiday logs through Timetastic.
* Act as a point of contact for the staff with regards to queries.
* Support recruitment and induction processes for new staff members.

***Board and Stakeholders***

* Provide administrative support for Board and Committee meetings, including organising dates, preparation of agendas, minutes, and the circulation of papers.
* Act as Company Secretary to the Board
* Collecting data for the timely reporting of monitoring statistics to funders and to the Board.
* Assist the Director in the organisation of fundraising events / guest nights as appropriate.

**EXPERIENCE AND SKILLS REQUIRED**

***Essential***

* At least one year’s relevant work experience in administration
* Excellent literacy and numeracy
* Excellent communication skills
* Experience of setting up and maintaining administrative and communication systems
* Highly organised, with a good eye for detail and the ability to multi-task and work to tight deadlines
* Ability to work on own initiative as well as part of a team
* Experience of IT system/network administration and maintenance

***Desirable***

* Experience of budget management
* Experience of servicing Board or committees, including minute-taking
* Experience of organising events or functions

**TERMS AND CONDITIONS**

**SALARY:** £25,459 **(**pro rata£15,275)

**PENSION**: Auto Enrolment pension

**HOURS:**  3 days per week or equivalent over 5 days

**HOLIDAYS:** Annual holiday entitlement is 20 days per year pro rata, plus Bank Holiday entitlement. This increases to 25 days per year after two years’ service.

**NOTICE PERIOD :** 4 weeks

Standard terms and conditions of the Dukes apply.