



www.stellarquines.com

## COMPANY ADMINISTRATOR

### APPLICATION PACK - JULY 2017

Thank you for your interest in the post of **Company Administrator** with Stellar Quines Theatre Company. We are seeking a talented and skilled person to fill this essential role.

#### Please find enclosed:

Company information

Job Description

Person Specification

Terms & Conditions of Employment

Equalities Monitoring Form

#### Your written application should include:

Please ensure your application addresses the requirements for the position detailed in the job description and person specification.

Your application should consist of a cover letter that includes why you are an appropriate candidate for the post and CV, with details of two referees. We will request references for successful candidates.

Please also tell us how you found out about the post.

#### Application Process:

Application deadline: Friday 18<sup>th</sup> August 2017 at 12pm

Interviews: 29 – 31 August 2017

Start date: October 2017, subject to agreement

Please send applications by **email only** marked COMPANY ADMINISTRATOR to Rebecca Davis, Stellar Quines, at [rebecca@stellarquines.co.uk](mailto:rebecca@stellarquines.co.uk) Applications will be reviewed by the Artistic Director | CEO, Producer, and members of the Stellar Quines Board, who will short-list applicants for interview.

Thank you for your interest in Stellar Quines Theatre Company. We look forward to receiving your application.

## COMPANY INFORMATION

*“Bursting with wit, intelligence and energy”* The Scotsman

Stellar Quines retains a unique position within the cultural ecology of Scotland, as one of the few arts organisations whose primary occupation is concerned with the role of women and girls.

Over the years we have delivered a number of award winning productions and international collaborations which have supported women at multifarious stages of their careers. Following Muriel Romanes’ decision to step down from her long serving position as Artistic Director in Spring 2016 and the subsequent appointment of Jemima Levick as Artistic Director | CEO, the company is facing an exciting new prospect in purpose and direction.

This change in artistic leadership invites an opportunity that enables us to further develop our strategy and reach, ensure a sustainable future, re-imagine the values and position of the company 20+ years on, all the while remaining creatively and imaginatively driven.

Our vision sees an organisation that is:

**Scotland’s leading touring theatre company, inspiring excellence in women & girls**

our mission is to

**Celebrate the value and diversity of women and girls by making brilliant theatre,  
nurturing artists, empowering participation and provoking change**

As such, we have re-organised our priorities and articulated the following strategic aims to:

- **Present world-class performance that reaches a variety of audiences**
- **Research, develop and share models of best working practice, influencing the sector and instigating change for the better**
- **Lead the way in artist development, seeking out and supporting artists at every level**
- **Facilitate engagement across Scotland with the performing arts through a range of participatory and outreach activities**
- **Ensure a sustainable and resilient future**

Across our programme, each project we deliver will be carved from four key strands:

- **Co-productions & Touring**
- **Provocation**
- **Artist development**
- **Creative Learning**

**Equalities Diversity and Inclusion** sits at the heart of Stellar Quine’s core values, as our ambitions to inspire excellence in women & girls are embraced by the organisation on every level. While women and girls remain our over-arching focus, **Race/Ethnicity** and **Pregnancy & Maternity** serve as cross cutting themes.

## Key achievements

Over the past 23 years, Stellar Quines has achieved: 28 full-scale productions, including co-productions; Rehearsal Room events, workshops and live play readings supporting the development of new works in progress; A Quick and Dirty programme mentoring and supporting emerging artists; and at least fourteen

commissions of new work.

### Awards to date

Stellar Quines has won and been nominated for many awards. These include: 3 Scotsman Fringe Firsts (2012, 2014, 2015); 1 Herald Angel (2012); 1 Herald Archangel (Maureen Beattie in The Jennifer Tremblay Trilogy) (2015); Best New Play, Best Production, Best Director and Best Female Performance from the Critics Awards for Theatre in Scotland (CATS) (2011, 2007 and 2003); the Peggy Ramsey Award (1996); and nominations for Best Show, Best Ensemble and Best Design from both the CATS and the Stage Awards for Acting Excellence (2011 and 2009).

### The Company

Stellar Quines is a company limited by guarantee and registered as a charity in Scotland. It has an experienced board led by Jane Hogg as Chair. The staff team currently comprises an Artistic Director | Chief Executive (f/t), Producer (f/t), Company Administrator (p/t, 3 days per week) and a Freelance Marketing Associate (p/t, up to 2 days per week). We are currently recruiting for a Creative Learning Associate (p/t 2 days per week).

We are members of the Federation of Scottish Theatre (FST) and work within ITC/Equity agreed guidelines.

Stellar Quines has a history of Flexible Funding from Creative Scotland/Scottish Arts Council and since October 2014 has part of Creative Scotland's portfolio of Regularly Funded Organisations. We have been awarded three-year funding from Creative Scotland for the period 2015-18. We wait to hear news of our regular funding application for the period 2018-2021 (anticipated January 2018).

Stellar Quines is based at 30b Grindlay Street, Edinburgh within the office complex of the Royal Lyceum Theatre Company.

### What the press have said...

***"The music and song is sometimes overwhelming, the movement eloquent, the cast so fiercely committed to the story that they glow with a kind of angry incandescence"*** The Scotsman on *The 306: Day* (Scottish tour 2017)

***"Epic trilogy of three generations of women comes to a powerful emotional climax"*** The Stage on *The Jennifer Tremblay Trilogy* (Fringe 2015)

***"This stellar piece of theatre is outstanding and entirely captivating, and should be right at the top of everybody's list."*** The Public Reviews on *The List* (Fringe 2012)

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Introduction**

The Company Administrator is an essential post at Stellar Quines, responsible for the efficient and effective administration of the company, supporting the team to deliver current aims & objectives and ensuring the smooth running of the company and office.

### **COMPANY ADMINISTRATION**

- Day-to-day management of all administrative procedures and processes involved in the running of the company including: insurance, filing, stationery, postage, storage, data management, travel arrangements and other general office management tasks as required
- Ensuring good presentation and maintenance of the office environment and adherence to Health and Safety
- Serving as the first point of contact for the organisation for general enquiries
- Management of all IT and telecommunications kit and systems
- Management of all record-keeping and filing systems
- Maintenance of office procedures, policies and staff & board handbooks
- Negotiating and contracting all lease agreements pertaining to the company's office, rehearsal rooms and storage facilities on and off site
- Managing casting, creative, rehearsal room and other contacts adhering to data protection
- Maintaining membership and subscriptions to industry bodies
- Fulfilling the company's legal and compliance obligations to Companies House, OSCR and HMRC in liaison with the CEO, Producer and the Board
- Supporting productions as necessary, including availability checks, organising auditions, room bookings and other casting or production related duties as required
- Drawing up contracts for cast, crews and creatives once terms are agreed
- Serving as the organisation's 'green champion', maintaining our commitment to the environment, including recycling
- Representing the organisation at events, productions and other appropriate sector occasions, as required

### **FINANCIAL**

- Day-to-day management of all financial procedures involved in the running of the company including management of all bank accounts and Xero finance system. This will also include but will not be exclusive to; processing, making payments, expenses, data entry, holding and managing petty cash and payroll duties
- Management and updating of all financial data entry
- Preparation of material for Annual Accounts process and tax relief claims

- Liaison with accountants as appropriate
- Supporting the Producer in drawing up annual, quarterly and project budgets for all company activities, feeding in core costs as appropriate

### **Skills/Experience**

#### **Essential**

- 2 years professional experience in an administrative role.
- Experience in office management including establishing and maintaining procedures and operating systems (including working with external suppliers), reviewing and managing policies, health and safety and legal compliance.
- Book-keeping experience, and/or experience of administrating an accounts system such as Xero.
- Proficient IT skills ideally in Mac and PC, with working experience in the Office 365 suite.
- An interest in the work of Stellar Quines
- Calm and confident with excellent interpersonal skills

#### **Desirable**

- Knowledge and experience of theatre administration.
- Interest in gender and gender equality

### **Personal qualities**

- A keen eye for detail and a conscientious work ethic
- Ability to work on own initiative and prioritise a range of tasks
- Ability to work in a small team, in an open plan office environment
- Calm and confident with excellent interpersonal skills
- Ability to make rational, realistic and sound decisions based on consideration of all the facts and alternatives available

### **TERMS AND CONDITIONS**

- POSITION: Company Administrator
- CONTRACT DURATION: Permanent
- RESPONSIBLE TO: Producer
- HOURS: 21 hours per week (0.6 of a full time 35 hour equivalent)
- ANNUAL SALARY: £22,000 (pro rata FTE)
- PLACE OF WORK: 30b Grindlay Street, Edinburgh - with travel as required
- BENEFITS: Stellar Quines staff have access to a NOW pension after 3 months of employment.