

JOB DESCRIPTION

Title ADMINISTRATIVE ASSISTANT

Responsible to: Deputy Director
(Administration & Marketing)



This is a full-time post involving a 37.5 hour week. The hours will be flexible but generally 9am – 5.30pm (but will include some evening and weekend work), worked according to a rota prepared and agreed in advance by the Deputy Director (Administration and Marketing).

Purpose of Position

To assist the Deputy Director (Administration and Marketing) with duties relating to the many events organised and supported by Jersey Arts Centre, with principal responsibility for the booking of travel and accommodation and preparing contracts for the many artists visiting the Centre. To assist the Deputy Director (Administration & Marketing) in facilitating the flow of communication between the Director, staff, Arts organisations, performers and agents. To provide secretarial and administrative support relating to the artistic programme of Jersey Arts Centre and its activities.

Principle Duties

To arrange travel and accommodation, where necessary, for visiting performers and artists by liaising with their agents and promoters, for all activities and events - including those relating to the Main Programme, Education and Outreach, Stage and the Arts in Health Care Trust tours.

To maintain Jersey Arts Centre's electronic events calendar, and events files, ensuring that information is made available to other departments as required.

To deal, routinely and methodically, with post, telephone calls, e-mails and visitors.

To coordinate the hiring of rooms at Jersey Arts Centre, including issuing contracts and invoices.

To ensure that room set-up information is provided.

Prepare and issue contracts and, where necessary, process immigration permits for visiting artists.

To assist with enquiries from prospective hirers and distribute information about the venue, its facilities, the terms and conditions and contracts.

To assist the Deputy Director (Administration & Marketing) with the coordination and programming of the Arts in Health Care Trust tours and itineraries for the visiting musicians engaged through the Music in Hospitals organisation.

Coordinate and complete the monthly Duty Management rota.

To act as minute-taker for Jersey Arts Centre's Staff Meetings.

To support the Deputy Director (Administration & Marketing) with Box Office and ticket sales.

To assist with the coordination, administration and correspondence relating to Jersey Arts Centre's Membership scheme.

General

To perform all secretarial and administrative services required by the Deputy Director (Administration and Marketing).

To act as a Duty Manager at Jersey Arts Centre during public performances in accordance with a pre-planned rota.

To undertake any other tasks that may be reasonably required by the Deputy Director (Administration & Marketing) or the Director.

Qualifications / Skills / Competences Required

1. Good communication and listening skills with experience of working effectively and collaboratively with staff and volunteers.
2. The ability to interact confidently with the public, performers, agents and various other stakeholders.
3. Good secretarial, administrative and organisational skills: computer literate with good IT and software skills and knowledge.
4. The ability to prioritise and to complete tasks methodically, accurately and efficiently on a range of projects/tasks.
5. Good evaluation and analytical skills.
6. The ability to accurately follow through instructions and directives.
7. The ability to work on own initiative.
8. Confidentiality.
9. An interest in, and knowledge of, the creative arts.
10. A relevant qualification, and/or industry equivalent experience, is an advantage for this post.

Application Procedure

Please apply by submitting:

- A Letter of Application highlighting your interests and skills applicable to the post
- A completed Application Form including the names and addresses of two referees
- A copy of your current Curriculum Vitae

Closing date for applications: **5pm on Thursday 18 September 2025**

Interviews will take place on: **Friday 3 October 2025**

(Please ensure you will be available if called for interview.)

Please note: Applicants must be “Entitled” or “Entitled for Work” under the Control of Housing and Work (Jersey) Law 2012.

Applications should be sent by post to:

Daniel Austin, Director, Jersey Arts Centre, Phillips Street, St Helier, Jersey, JE2 4SW
or emailed to: director@artscentre.je

Applications must be despatched in good time. Late applications will not be accepted.

Salary / Employment Details

£31,622 (based on a 37.5 hour a week) which is not negotiable.

There are initially 20 days paid holiday, plus Bank Holidays, and the option to join Jersey Arts Centre's contributory pension scheme. Jersey Arts Centre does not pay overtime but operates a time-off-in-lieu system.

The permanent appointment is subject to receiving two satisfactory references, successful completion of the 3-month probationary period, with an Enhanced DBS Check, Safeguarding and Emergency First Aid at Work training also being requirements. Safeguarding and Emergency First Aid training and DBS checks will be arranged by JAC.