

JOB DESCRIPTION

Title **DEPUTY DIRECTOR**
(Administration & Marketing)

Responsible to: **DIRECTOR**



This is a full-time post involving a 37.5 hour week. The hours will be flexible (to include some evening and weekend work), worked according to a rota prepared and agreed in advance by the Director.

Purpose of the Position

To jointly deputise for the Director, where necessary, with the Deputy Director (Stage & Events). To act in a managerial and coordinating role to ensure the smooth and efficient running of Jersey Arts Centre and its diverse activities and sponsorship needs. To manage and facilitate the flow of communication between the Director, staff, arts and cultural organisations, performers, agents, sponsors and authorities. To provide secretarial, administrative, marketing and sponsorship support to the Director relating to the artistic programme and its activities.

Principle Duties

To jointly deputise for the Director, where necessary, with the Deputy Director (Stage & Events), and when requested or required to do so.

To manage and coordinate the smooth running of the organisation of the artistic programme of Jersey Arts Centre and the activities in which it is involved.

To distribute materials relating to the artistic programme to appropriate staff members and to liaise with them with regard to the necessary arrangements.

To make administrative, marketing and sponsorship arrangements for the Director relating to the artistic programme of Jersey Arts Centre and the activities in which it is involved.

To manage and coordinate all secretarial, administrative and marketing services required by the Director.

To manage and coordinate all sponsorship and fund-raising campaigns in consultation with the Director.

To manage and support the Administrator and Box Office Manager.

To manage and support the Marketing Manager and jointly manage the Marketing Budget.

To be an authorised bank signatory for the approval of payments and other related Jersey Arts Centre authorisations.

To coordinate and update Jersey Arts Centre's Health & Safety Policy document with the Deputy Director (Stage & Events) and the Director.

To organise and oversee both the electronic and physical filing system of Jersey Arts Centre in conjunction with the Administrator and Box Office Manager.

To maintain an electronic theatre schedule for the Benjamin Meaker Theatre, the Craft Rooms and, where necessary, other relevant satellite venues and spaces.

To manage and supervise the preparation of contracts for visiting artists and companies.

To manage and supervise the processing of immigration permits for visiting artists.

To manage and coordinate enquiries from prospective hirers and distribute the necessary information about the venue, the contracts and the requirement forms to hirers.

Attend to visitors and deal with administrative and marketing queries from members of the public, arts and cultural organisations, performers, agents, sponsors and authorities.

To assist the Director in the recruitment of staff.

To be responsible for personnel, Human Resources, issues relating to the updating of the Conditions of Service document, the preparation of Job Descriptions and Contracts of Employment, the Return-to-Work Interviews after periods of sick absence, and any other HR duties as required.

To be responsible for, and to organise, staff training as required.

To be responsible for the supervision/allocation of staff holidays, to monitor time-off-in-lieu and periods of absence through illness. To maintain a record of holiday requests and staff illnesses.

To manage and supervise the programming and coordination of concert itineraries for visiting musicians brought over in conjunction with the Council for Music in Hospitals and for the Arts in Health Care Trust. To supervise the distribution of materials on behalf of the Arts in Health Care Trust.

To coordinate Jersey Arts Centre's response to Data Protection Law and GDPR, to monitor compliance with GDPR, and arrange staff training.

To liaise with Jersey Arts Centre's IT contractors and to ensure the efficient running of the IT systems.

To act as a Duty Manager at Jersey Arts Centre during public performances in accordance with a pre-planned rota drawn up by the Administrator and Box Office Manager.

To carry out any other duties reasonably requested by the Director.

All of the above to be carried out in close liaison, where appropriate, with the Director and/or Deputy Director (Stage & Events).

Qualifications / Skills / Competences Required

1. Excellent communication and diplomacy skills with experience of working effectively and collaboratively with stakeholders, partners, staff and volunteers.
2. The ability to interact confidently with the public, arts and cultural organisations, performers, agents, sponsors and various stakeholders and authorities.
3. Excellent secretarial, administrative and organisational skills: computer literate with extensive IT and software skills and knowledge.

4. The ability to prioritise and to complete tasks methodically, accurately, efficiently and concurrently on a range of projects/tasks.
5. Excellent evaluation, analytical and negotiation skills.
6. A track record of securing sponsorship, making successful grant applications, and initiating fund-raising activities.
7. The ability to co-manage a building-based arts organisation and its occasional alfresco and satellite spaces.
8. Confidentiality.
9. An extensive interest and knowledge of the Arts.
10. A degree, relevant qualification, and/or industry equivalent experience is a distinct 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 Tuesday 10 June 2025**

Interviews will take place on: **Thursday 26 + Friday 27 June 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

£49,956 (based on a 37.5 hours 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 6 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.