



11 May 2018

Administrator Job Pack

China Plate is seeking to appoint an Administrator to join the Company's dynamic team as they embark on an exciting new phase of the company's development as a new National Portfolio Organisation of Arts Council England. Please find below a job description, alongside a brief summary of China Plate, and a person specification to help you with your application.

The closing date for receipt of completed applications is 12 noon on Friday 8th June 2018.

We regret that applications received after that time cannot be considered.

Please submit the following to Sarah-Jane Watkinson, General Manager on sj@chinaplatetheatre.com:

- A cover letter (no longer than 2 pages) stating why you are applying for the position and how you meet the requirements set out in the person specification and job description
- A current CV (no longer than 2 pages), also detailing two referees (only contacted on the offer of a job) and relevant contact information
- An equal opportunities monitoring form

Please mark your email ADMINISTRATOR APPLICATION.

Shortlisted candidates will be contacted by phone or email.

Interviews will be held on **Thursday 14th June in Birmingham, venue TBC.**

Unfortunately, we are unable to acknowledge receipt of applications, so if you have not heard from us within three weeks of the closing date, please assume that you have not been shortlisted in this instance.

Start date ASAP, however, this will be discussed further following interviews.

China Plate welcomes applications from people of diverse backgrounds including BAME, LGBTQI and disabled. We promote diversity and access across its activities. We are committed to equality of opportunity and encourage application from individuals currently underrepresented in the arts. Disabled candidates who meet the job criteria will be guaranteed an interview.

We hope that this document will help with any questions you might have about the application process and the advertised position. However, if you have any further queries, please email sj@chinaplatetheatre.com.

Thank you for your interest in this post – we look forward to hearing from you.

Yours sincerely,

Ed Collier and Paul Warwick
China Plate Theatre Co Directors



About China Plate

Established in 2006, China Plate is an independent producer of contemporary theatre. With a portfolio that crosses making, distribution, programming and development.

China Plate works with some of the UK's most talented artists, harnessing their ambition and skill to deliver high-quality work that reaches a broad and diverse audience. At the heart of our model is a suite of development programmes to nurture artistic practice, facilitate collaboration, commission work, increase access and widen diversity across scales.

China Plate has work currently touring or in development with Inspector Sands, Caroline Horton, Dan Jones, Contender Charlie, Chris Thorpe, Rachel Chavkin, Rachel Bagshaw, Joan Clevillé Dance, Ben Wright's bgroup, David Edgar, Urielle Klein-Mekongo, Chris Haydon, Ella Grace and Katie Lyons.

China Plate is currently Associate Producer at Warwick Arts Centre, with a focus on product and partnership development; Director of Pulse Festival (programming around 50 artists across 10 days every May/June) at New Wolsey Theatre; director of the First Bite / Bite Size Festivals in association with Warwick Arts Centre, mac Birmingham, Leicester's Attenborough Theatre and Derby Theatre / In Good Company (to commission and showcase new work); co curators and partners in the Rural Touring Dance Initiative (NRTF, The Place, Take Art) and Hopper (Take Art, Surrey Arts), consultants for Hull City of Culture 2017 Back To Ours, and directors of the biannual China Plate Optimists programme for emerging producers and theatre-makers.

2018 sees China Plate join Arts Council England's National Portfolio for the first time. This is a pivotal and hugely exciting time for the organization as we roll out our 2018 – 2022 strategy to become a change maker across 3 main areas of activity:

- Catalyst for change on the middle scale
- Catalyst for continued development of the independent sector across the Midlands
- Catalyst for engaging hard to reach audiences

All 3 aims include an implicit focus on:

- Increased diversity
- Involvement of young people
- Creative, promotional and access-led digital opportunities
- Raising China Plate and partners' profiles internationally

Vision:

China Plate's vision is of a dynamic and diverse culture of performance that fires the imagination, celebrates live encounters and affects positive change.

Mission:

Challenging the way performance is made, who it's made by and who gets to experience it.

Values:

- Quality and expertise
- Collaboration and connectivity
- Integrity and courage
- Inclusivity and openness
- Diligence and generosity

For more information about the company, please visit www.chinaplatetheatre.com

China Plate is a Registered Charity Number: 1173766

Company Number: 09021628



Job Description

JOB TITLE:	Administrator
LINE MANAGER:	Sarah-Jane Watkinson, General Manager
SALARY:	£20,000 per annum, full time permanent employed contract.
LOCATION:	This role will be based at the China Plate office in Moseley, Birmingham. China Plate also operates an office in Brixton, South London. Occasional travel between both bases or for events may be required.
HOURS:	Office hours, Monday to Friday but some evening and weekend work may be required. China Plate Theatre operates a Time Off In Lieu system.
HOLIDAY:	20 days per year plus bank holidays.
OFFICE TEAM:	2 Co-Artistic Directors, General Manager, 3 Producers (2 f/t, 1 p/t, Engagement and Participation Producer (f/t), Administrator, Placements and Interns.

PURPOSE OF ROLE:

- To work with the General Manager to maintain financial, administrative and communication systems, ensuring the smooth running of the company
- To support the work of the Artistic Directors and Producers in the effective production and delivery of China Plate's programme

This is a new role within the organisation so the job description will be reviewed after six months and as part of the annual appraisal process.

Key responsibilities

Company Administration

- running day to day administrative operations and systems
- maintaining records and files eg contracts
- responding to telephone and email enquiries
- providing administrative support for other members of the team as required

Finance

- carry out day to day bookkeeping, payments and invoicing
- assisting with the production of VAT returns and other legal and statutory requirements
- supporting the production of financial reports and management accounts

Communications

- maintaining and updating databases and other information systems
- maintaining and updating company website
- organising company mail outs
- running the company's social media accounts

Supporting the programme

- supporting the team in making practical arrangements for tours and projects, eg travel, accommodation
- assisting with the collection of data and monitoring information for Arts Council England and other stakeholders



Other responsibilities

- any other tasks reasonably required in relation to the general responsibilities summarised above.

Person specification

Essential skills and experience

- At least 1 years administration experience, preferably in an arts organization
- Experience of financial administration and book keeping, preferably using Quickbooks
- Able to manage own time and prioritise workload
- Commitment to team working and a flexible approach to working practices.
- Excellent computer literacy with an ability to use standard office programmes eg Word, Excel (ideally Mac based)
- Excellent organizational skills and attention to detail
- Experience of database management
- Experience of website content management systems and social media management

Desirable skills and experience

- An interest/knowledge of the performing arts
 - Keen awareness and enthusiasm for the use of and digital and social media channels for communication
 - Some knowledge of contracting, company and charity legislation
 - Some experience of audience development initiatives.
 - Some experience of evaluation and monitoring, particularly with regards to Arts Council England
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