



China Plate Theatre Limited  
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[www.chinaplatetheatre.com](http://www.chinaplatetheatre.com)

### **We're hiring an Administrator!**

China Plate is an independent producing studio based in Birmingham and working across the UK. We are an arts charity. We help people to make creative projects happen – from theatre shows, to audio anthologies, to bus stop galleries. You can read more about our work [here](#).

At China Plate the Administrator works to support the smooth running of the company, helping to ensure that our team of Producers can make their projects happen. Our Administrator looks after our offices and office systems and supports our Executive Director with day-to-day financial and administrative tasks.

At China Plate, we want to work in ways that are inclusive, caring, and environmentally sustainable. Alongside our Executive Director, our Administrator also supports the whole team to embed these values into our work in practical and proactive ways.

This role would suit someone with a good attention to detail who enjoys organisation. You may also have a passion for working for a charity or within the arts. You'll be interested in the ways that companies are run, and how to manage a charity well. The role could be a good step towards a career in Administration, Finance, HR, or as a General Manager or Executive Director of a company.

It could be your first job, and we will provide training to support you if so. We also welcome more experienced candidates who may have had administrative roles in the past, or have qualifications in Administration, Finance, or Business Management, and who would enjoy working in a creative environment.

If you have any queries or would like to set up an informal chat about the role, please contact our Executive Director Chloe on [chloe@chinplatetheatre.com](mailto:chloe@chinplatetheatre.com)

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JOB TITLE:	Administrator
LINE MANAGER:	Executive Director
SALARY:	£22,500
TERM:	Permanent
JD REVIEW:	Annually at appraisal
CONTRACT:	Full time

**Artistic Directors: Ed Collier & Paul Warwick**  
**Registered company no: 09021628**  
**Registered charity no: 1173766**  
**VAT no: 207415336**

LOCATION:	This role will be based at the China Plate office in Digbeth, Birmingham. China Plate also operates an office in Aldgate, East London. Occasional travel between both bases or for events may be required.
FLEXIBLE WORK:	China Plate's standard flexible working policy is as follows: <i>full time employees are asked to work 3 days of their week in the office but can work remotely 2 days a week as they choose (part time employees pro rata).</i>
HOURS:	40 hours per week Monday to Friday (generally 9-5 or 10-6 but this is flexible) including lunchbreak, but some evening and weekend work may be required. China Plate operates a Time Off in Lieu system.
ACCESS:	China Plate is committed to supporting access requirements to enable the successful candidate to fulfil the responsibilities of this role.
HOLIDAY:	20 days per year plus bank holidays. Subject to project commitments, China Plate aims to close its office for two weeks every December – bank holidays during this period are included within holiday allowance, but additional closed dates are offered as extra days off.
OFFICE TEAM:	2 Co-Artistic Directors, Executive Director, Digital and Data Manager, 2 Producers, Administrator, 1 freelance Assistant Producer (p/t), 3 freelance Associate Producers (p/t), Engagement and Participation Producer (p/t), Training and Development Producer, placements and Interns.

## **Job Description**

This job description explains what your responsibilities would be as Administrator. You don't need to have past experience of these responsibilities - our Person Specification below explains the experience we are looking for.

Key responsibilities:

### **Company Administration**

*(Helping the team stay organised)*

- Maintain records, files, and filing systems
- Manage the China Plate info@ email address and process enquiries
- Respond to telephone enquiries
- Manage company working tools such as Zoom, Otter.ai, and Slack
- Schedule regular team meetings and take minutes
- Scope possibilities for new contact management system
- Support the Executive Director with Board communications, attend Board meetings, and take minutes
- Look after practical arrangements for celebrations e.g. gifts, staff socials
- Maintain the company training record, and research training provision as required
- Ensure company details are up to date with external bodies e.g. ITC, Charity Commission
- Work with Executive Director to ensure effective communication between members of the staff team and freelance Associates

- Support the Executive Director with other company administration tasks as required

### **Office Administration**

*(Keeping the office running smoothly)*

- Communicate with China Plate's landlords in Birmingham and London, storage providers, and any other associated spaces to ensure rents are paid, leases are kept up to date, and any queries or issues are dealt with
- Keep stock of China Plate's office hardware e.g. computers, printers ensuring all staff have the tech access they need
- Ensure both offices are good environments to work in
- Manage relationship with energy and utility suppliers and internet providers
- Maintain office supplies and equipment
- Manage rota to ensure offices are kept tidy and in good working order by the team
- Ensure new starters and freelance Associates have office access and are introduced to the office buildings and systems

### **Financial Administration**

*(Helping to make sure company money is managed well)*

- Help manage the process of producer budget reconciliation, and ensure receipts and invoices are processed correctly (in collaboration with the Executive Director and freelance Bookkeeper)
- Ensure company finance templates and records e.g. expenses form, budget code list are kept up to date and accessible
- Maintain the company fundraising records and donation portals
- Support the Executive Director with other financial administration tasks as required
- Provide Producers with financial reports as required (Quickbooks training will be provided to enable this)
- Manage purchasing accounts e.g. Trainline, Amazon
- Manage transfer of budget to team members e.g. production floats, Soldo cards

### **Project Administration**

*(Supporting the Producers with project-based tasks)*

- Support the team with arrangements for tours and projects e.g. booking accommodation and travel, scheduling meetings
- Support the team in ensuring materials relating to tours and projects are kept well filed and organized
- Research local areas and interest groups in relation to different tours and projects

### **Supporting China Plate's commitments**

- Alongside Executive Director, work with Producers to ensure that China Plate's policies around Inclusion, Care, and Environmental Sustainability have been considered across

each tour, project, or workstream, and that proactive plans are in place to implement these policies and monitor them

- Support Producers to implement these plans with practical steps
- Lead on collecting environmental data for reporting.
- Work with office landlords to provide the Digital and Data Manager with data relating to energy use for environmental reporting

### Connections and ideas

- Manage show invites and support team with festival scheduling
- Attend events, meetings, productions, festivals etc. to strengthen relationships and to look out for new people China Plate could connect with/new ideas for the company

*Any other tasks reasonably required in relation to the general responsibilities summarized above. At China Plate our Administration team is made up of our Executive Director, Digital and Data Manager, and Administrator. The Digital and Data Manager is responsible for maintaining our digital systems – such as our file server and email accounts – but there is room for our new Administrator to be involved in these processes in future, depending on their interests and personal development.*

### Person Specification

<b>Essential</b>	<b>Desirable</b>
<b>Experience of:</b>	<b>Interests</b>
Communicating well with different people in different ways – e.g. email, phone, face-to-face	Interest in how charities and companies can be run well
Organising things – this could be professional experience, but could also be experience outside of work/education	Interest in environmental sustainability and tackling climate crisis
Using email, spreadsheets, and word processing software e.g. Gmail, Microsoft Office	Interest in arts, culture, and the work of China Plate
Using digital platforms and tools e.g. Google Docs, Whatsapp	
<b>Ability to:</b>	
Pay attention to detail and be methodical	
Be organised and help others be organised	
Manage finances in a thorough and responsible way	
Work independently and juggle competing priorities	

## Equal Opportunities

China Plate is committed to inclusion and equal opportunities in the workplace and we actively encourage applications from people of all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people who are disabled, D/deaf, or have chronic health conditions.

Our recruitment process is open to all, but we are particularly keen to hear from applicants who may have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness, as these groups are currently underrepresented in our team and the wider theatre sector. The shortlisting and interview panel will include at least two members who may have faced racism, discrimination and/or cultural barriers due to their ethnicity, disability or D/deafness. China Plate supports the [More than a Moment pledge](#), and as such is committed to a number of actions to support Black artists and theatre makers, especially in the Midlands

China Plate is a Disability Confident Committed employer and will guarantee interviews for disabled applicants who clearly demonstrate that they meet the essential criteria for the role. If you would like your application to be considered under this guaranteed interview scheme, please let us know at the time of applying. When we ask candidates to attend interviews, we will also ask if they have any access requirements they need in place in order to attend. We will not ask candidates about access requirements they would need in place to fulfil the role itself until we have offered the role to the successful candidate, but our Executive Director is available for conversations about access and adjustments at any point during the recruitment process if this would be helpful to you – please contact [chloe@chinaplatetheatre.com](mailto:chloe@chinaplatetheatre.com) if so.

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## How to Apply

To apply, please send a covering letter of no more than two sides of A4, or a video or audio recording of no more than 5 minutes, explaining:

- Why you are interested in the role
- How you fulfil the person specification
- Any other key experience you would like to tell us about relating to the responsibilities of the job

Please also include your CV, or a separate video or audio recording detailing your previous employment experience and any qualifications.

Please send your application to [recruitment@chinaplatetheatre.com](mailto:recruitment@chinaplatetheatre.com) with the subject line Administrator Application by **2pm on 23<sup>rd</sup> September 2022**.

Please also help us by completing an Equal Opportunities form using this link – <https://forms.gle/anukkrtMGzdJsRXL8> – this data is anonymous and will be used to help us monitor who our job opportunities are reaching.

All candidates will be notified by phone or email to confirm whether they have been shortlisted. Interviews will be held in w/b 3<sup>rd</sup> October, at our Birmingham office.

If you are offered the role, we will ask you to provide two professional references we can contact. We will also need to confirm that the successful candidate has the right to work in the UK prior to contracting.

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## Data Protection

The information you provide in your application will be used by China Plate to create a shortlist for interviews and to inform our selection process). Applicant details will be held securely and access limited only to those involved in the recruitment process. Your application will be kept on file by China Plate for at least three months after the closing date and destroyed no later than twelve months after. Equal opportunities monitoring data will be anonymised at the point of submission

and used to evaluate our recruitment processes. Submission of your application to China Plate Theatre indicates your consent to this.