

# Job Advert Administrator



China Plate is...



An Arts Charity



Producing studio



We help people to make their creative projects happen.



Would you like to work with us as an **Administrator?**

The Administrator will help us with:



⇒ Office systems



⇒ Make sure things run smoothly



⇒ Money and admin tasks



⇒ Show that we are caring and include everyone



⇒ Help us look after the environment

# Job Advert Administrator



You are the person for this job if you have these skills...



Good attention to detail.



Enjoy working with other people.



Enjoys organising things.



Think it would be great to work for a charity.



Have a passion for working in the arts.



Like to know how companies work.



This job is a good step to other jobs in the future such as finance or management.

# Job Advert Administrator



**If this is your first job or you have no experience, we can train you.**



You might have qualifications which include administration or business studies.



The job is permanent/full time, 40 hours per week.

**SALARY:** £24,000



**HOLIDAYS:** 20 days per year plus bank holidays.



The job will be based at the China Plate office in Digbeth, Birmingham.



China Plate also has an office in Aldgate, East London. You may have to travel to the London office sometimes if required.



**Before you apply for the job please read our recruitment pack**, this will give you more information about the skills you will need for the job.



You can download at:  
**[www.chinaplatetheatre.com/opportunities](http://www.chinaplatetheatre.com/opportunities)**

# Job Advert Administrator



If you have any questions, please contact:  
Executive Director at **chloe@chinaplatetheatre.com**



## Equal Opportunities



China Plate is a disability positive employer. If you have interview access needs, please let us know when you apply as we will need to make sure you can access the interview.



## How to Apply

**Send a letter (2 sides A4) or a video or audio recording (up to 5 minutes long) explaining:**



⇒ Why you are interested in the job



⇒ How you fulfil the person specification



⇒ Any experience you would like to explain.



Include your CV or send a separate video or audio recording. Tell us about other jobs you have had or any qualifications you may have.

## Job Advert Administrator



Please send your application to **recruitment@chinaplatetheatre.com** by **10.00am on Wednesday 31<sup>st</sup> January 2024.**



Please also help us by completing an Equal Opportunities form using this link –

<https://forms.gle/bftobgQdpwYyanqs8> – this data will be kept private. It helps us to be fair.



When are the interviews?  
Week beginning **12th February 2024.**



Where are the interviews? **At our Birmingham office.**



If you are offered the job, we will ask you to give us the names of two professional references we can contact.



### Data Protection

All information will be kept safe. We will keep your information on file for at least three months. Information will be destroyed after this time.