

MOUNTVIEW

Job Description

JOB TITLE: Venue and Estates Administrator (1 Year Fixed Term Contract)

RESPONSIBLE TO: Venue and Estates Director

WORKS CLOSELY WITH: Venue Operations Team
Facilities Management Team
Theatre Technical Team

LIAISES WITH: Finance and Resources Team
Student Services Team
Capital Project Team
Health and Safety Consultant

ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at Foundation, Undergraduate and Postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

MAIN PURPOSE OF POSITION

The Venue and Estates Administrator is a key member of Mountview's administrative team, responsible for supporting the Venue and Estates Director in the running of the Venue Operations, Facilities Management and Theatre Technical teams, including the management of ICT resources and the statutory implementation of health and safety across the organisation.

At this time of significant organisational change for Mountview, the post holder will also provide administrative support to the Venue and Estates Director in the client-side project management of the remaining phases of Mountview's move to new premises.

KEY RESPONSIBILITIES

Venue and Estates

- Provide administrative support to the Venue and Estates Director in the running of the Venue Operations, Facilities Management and Theatre Technical teams.
- Support the Venue and Estates Director in managing office logistics across the organisation, liaising with other teams as necessary to resolve staff and other issues.
- Arrange and attend venue and estates meetings as required, including producing agendas, preparing and issuing papers, taking and circulating minutes, and following up on actions.

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Systems Administration

- Support the Venue and Estates Director in managing ICT resources across the organisation, liaising with external ICT contractors as necessary to resolve staff and other issues.
- Support the creation and administration of employee starter and leaver processes in relation to ICT resources and office logistics.

Health and Safety

- Support the Venue and Estates Director in the statutory implementation of health and safety across the academy, maintaining an administrative overview of all relevant records and files.
- Arrange and attend health and safety meetings as required, including producing agendas, preparing and issuing papers, taking and circulating minutes, and following up on actions.

Capital Project

- Provide administrative support to the Venue and Estates Director in the client-side project management of the remaining phases of Mountview's move to new premises.
- Maintain the client-side capital project filing system, project archive and drawing register.
- Carry out project-related research for the Venue and Estates Director.
- Arrange and attend capital project meetings as required, including producing agendas, preparing and issuing papers, taking and circulating minutes, and following up on actions.

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Qualifications and Experience

Essential

- Educated to Degree level, or have equivalent professional qualifications or experience.
- Significant administrative experience, ideally including experience of supporting those working at a senior level.
- Proven track record of working in a busy and demanding office environment, including experience of managing a complex and varied workload.

Desirable

- Experience of capital project administration.
- Knowledge of health and safety practice.

Skills and Abilities

- Excellent team working and interpersonal skills, with ability to build effective relationships with a wide range of people.
- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent written and verbal communication skills, including confident telephone manner and ability to present well in person.

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- Ability to self-motivate, use own initiative and maintain attention to detail while working under pressure and meeting strict deadlines.
- Ability to organise meetings, produce agendas and take minutes quickly, efficiently and accurately.
- Ability to exercise tact and discretion in dealing with sensitive and confidential matters.
- IT-literate and highly proficient in using Microsoft Office, including Outlook, Word and Excel (essential) and Access, PowerPoint and MS Project (desirable).
- First Aid and Fire Marshal training desirable.

Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Interest in the performing arts and/or arts education.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to self-development.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the General Data Protection Regulation (GDPR), and must abide by any GDPR related policies and procedures.

This post is based at Mountview's new premises in Peckham, London SE15.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

TERMS AND CONDITIONS

Salary: Circa £24-25K per annum, depending on experience.

Contract: 1 year fixed term, with possibility of extension.

Hours: 40 hours per week, 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, as agreed with the post holder and determined by the needs of the business. Part-time hours might be considered for the right candidate.

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

CLOSING DATE

The closing date for completed applications is **Thursday 1 November at 9am**.

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INTERVIEWS

Interviews are likely to take place in the week commencing **Monday 5 November**.

HOW TO APPLY

Please send a **covering letter** stating why you are interested in the post and your current salary, along with the **completed application form** by email (preferred) to alistairowen@mountview.org.uk or by post to Alistair Owen, HR Administrator, Mountview, 120 Peckham Hill Street, London SE15 5JT. All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.