

# Administrative Assistant

<b>Job title</b>	Administrative Assistant (permanent full-time)
<b>Location</b>	London, Oxford (4-5 weeks a year)
<b>Reporting to</b>	Administrative Manager
<b>Responsible for</b>	Supporting the efficient running of the BADA office and the successful running of BADA's programs in London and Oxford and contributing to the Academy's standard of excellence and commitment to its students.

## Purpose of job

1. Administration	Provide administrative support for all colleagues, to ensure the smooth running of the BADA office in London and Oxford.
2. Programs & Students	Provide day to day program support as well as support to the students attending BADA's programs, helping them settle in to their new surroundings.
3. Marketing & social media	Provide support to the successful delivery of BADA's social media initiatives, including creating and coordinating written content, photos, and videos for BADA's social media channels, blog, and marketing and development emails.

## Duties & Responsibilities

Main duties and responsibilities are split between the London and Oxford offices and include but are not limited to:

### General:

- Help ensure smooth day to day running of the programs, including assisting faculty and students when required.
- Assembling all necessary materials for the programs prior to students' arrival.
- Assisting with the preparations, set-up and ordering catering for BADA events (e.g. student orientation day, faculty meetings, farewell party etc) as required.
- Assisting with general office rota to cover mornings and evenings.
- Maintaining a tidy office, classrooms, storage area and production space.
- Assisting the Administrative Manager and Programs and Recruitment Manager in the scheduling and booking of staff transport and accommodation.
- Supervision of weekly theatre trips and the Stratford excursion (on a Saturday) as required.
- Preparations for the summer programs in Oxford, including packing equipment.
- Ordering office supplies, stationery and books as instructed by the Administrative Manager.
- Any other duties reasonably required by the organisation.

### Administration:

- Day to day office administration including but not limited to, answering and directing phone calls, responding to general email enquiries, creating and updating student registrar daily, preparation of student notices, photocopying.
- Preparing weekly team meeting agenda and taking any required meeting minutes.
- Inputting student evaluations.

- Supporting research required by the Administrative Manager, Programs and Recruitment Manager and the Marketing and Development Manager.
- Scanning and electronic filing of all documents and invoices, maintaining all filing systems.
- Updating of the student database and contact lists.
- Any other administrative duties reasonably required by the organisation.

#### Marketing and Development Support:

- Creation of materials (photos, video, text) for social media channels and blog as directed and in line with the Social Media guidelines to reflect the day to day life of BADA and to capture special events and moments.
- Reviewing daily UK news articles, alerts, and social media platforms to find relevant stories and discussion points to collate appropriate content for BADA to share with its audience.
- Managing content for BADA's blog, including collaborating with students and faculty to generate a regular series of posts highlighting various aspects of the BADA experience.

#### Additional duties:

- Day to day Midsummer in Oxford Office support, including assisting faculty and students when required.
- Oxford office supervision on a rota basis.
- Assisting with setting-up of Oxford program office space and tutorial rooms, co-ordinating the evening rehearsal space rota.
- Student guiding and liaison to accommodation and classrooms in Oxford.
- Off-site support role for Midsummer Conservatory Program.
- Maintaining Midsummer in Oxford Facebook group to ensure all students are kept informed of any changes. to the schedule and any other notices.
- Any other duties reasonably required by the organisation.

### **Essential Criteria**

Ability to multitask.

Excellent communication and interpersonal skills.

Excellent organisational skills.

Strong administrative skills.

Excellent time management skills.

Ability to work independently and collaboratively.

Confident with IT tasks including social media, Microsoft Outlook, Word, Excel and Skype.

The ability to act with integrity, diplomacy and observe confidentiality.

The ability to communicate in a confident, clear and articulate manner orally and in writing.

Applicants must be aged 18+

Applicants must be UK/EU citizens or have a valid UK work permit

- You must be eligible to work in the UK.
- You must be able to speak and write in English fluently.

### **Desirable Criteria**

A keen interest in theatre.

Extensive social media knowledge.

First aid training.

Knowledge of Health and Safety including risk assessments.

Experience at taking minutes in meetings.

Strong writing skills.

Interest in photography.

**Hours of work**

Full time – 37.5 hour per week (1-hour lunch daily) 8.30am-6.30pm (on a rota basis)

Please Note: some events, theatre trips or student productions may require evening or weekend work, therefore the candidate must be willing to work flexible hours.