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| Role ProfileProducing and Programming Assistant |  |
| Role Title : |  | **Producing and Programming Assistant** |
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| Post Number : |  |  |
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| Hours of Work: |  | **39 Hours Per Week (1 Year fixed term contract)**  |
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| Salary: |  |  |
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| Primary Purpose **:** |  | To support the Producing and Programming team with the administration and smooth running of the department activity.  |
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| GenericAccountabilities :*(broad parameters / stretch of role and not an exhaustive list of duties / responsibilities)* |  |

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| 1. |  | Ensure that confidentiality is maintained at all times ; |
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| 2. |  | Be the first point of contact for externals into the department and to ensure that telephone and email enquiries are dealt with to a high professional standard; |
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| 3. |  | Assist the team in the management of all financial processes, including Fairfx Cards. Organise obtaining Fairfx Cards for key persons in relation to productions identified by the Senior Producer, by completing appropriate documentation for finance. Ensure all Fairfx claims are received in finance in line with the agreed process, and that all costs incurred on Fairfx cards are included on budget tracker.  Ensure all Fairfx cards are recovered and returned to finance at end of production.  Fairfx cards and decision on who should have them will rest with finance,  |
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| 4. |  | Assist the team in the management of all administrative processes, with responsibility of various office duties (i.e. photocopying, scanning, etc.) |
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| 5. |  | Co-ordination, administration and minute taking of relevant meetings (including booking rooms, arranging refreshments, etc.) and managing diaries where required; |
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| 6. |  | Play an active role in the organisation of key event receptions, managing guest lists and arranging hospitality etc. ; |
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| 7. |  | Organise and support arranging team attendance and logistics at key events and conferences;  |
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| 8. |  | Responsibility for Health and Safety of self, and others; |

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| SpecialistAccountabilities**:***(broad parameters / stretch of role and not an exhaustive list of duties / responsibilities)* |  |

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| 1. |  | Raise requests on Sage X3 for the artistic team that relate to the Centre’s own Productions. Once requests are signed off by the appropriate signatory level convert request into PO. Receipt said PO in a timely manner in order for suppliers to be paid on time. Raise PO’s for contracts/staff with multiple lines to comply with contract upfront and receipt at completion of each line. Ensure any invoices received directly are submitted to finance in a timely manner. |
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| 2. |  | Ensure all the relevant information from these requests/PO’s are entered on the Production specific budget tracker to enable the Producer to have accurate up to date view of their budget at any time. Receipted items will give a view of actual costs to date whilst requests/open orders will give the Producer a view of costs already committed to enable them to have a full view of their budget. |
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| 3. |  | Support the Producing and Programming team with the management of projects; calling meetings, carrying out research and typing notes; assisting on Productions where necessary etc.  |
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| 4. |  | Be responsible for the artist liaison, travel and accommodation needed for Producing and Programming Projects |

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| 5. |  | To be able to input and extract data using Tessitura, including sending e-flyers and invitations in order to manage guest lists and artist development contacts. |

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| 6. |  | Coordinate the booking of rooms for external artists and internal projects including their requirements (e.g. Catering or set up on box office for ticketing) |

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| 7. |  | Support the Producing and Programming Officer |

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| 8. |  | Be responsible for the creation of letters of support provided by the Centre. |

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| Success Measures : |  | * *Success against PDR and annual objectives*
* *Staff / Customer Satisfaction and Feedback*
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|  |  | **This role profile sets out the main duties of the post at the date when it was drawn up. Such duties and times of work may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.** |

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| What We Are Looking For…Producing and Programming Assistant  |  |
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When preparing your written application you will need to provide evidence for the following essential and desirable competencies. In considering each, please use an example of where you have done this previously, either in a work or other situation.

A. Responsibility Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Managing diaries and appointments for the leadership team, and others as instructed from time to time | x |  |
| 2. | To plan and prepare in advance of scheduled meetings | x |  |
| 3.  | To understand the demands and pressures of the Producing and Programming Team’s needs, proactively preparing for their anticipated requirements  | x |  |

B. Knowledge Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

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| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Ability to interpret and constructively use, and produce information in Microsoft Office  | x |  |
| 2. | An enthusiasm for working in a high profile organisation | x |  |
| 3. | Understanding of Box Office and CRM systems, such as Tessitura and finance systems such as Sage X3 |  | x |
| 4. | To be able to input / extract data on tessitura to include the creation of mailing lists, guest lists and artists development contacts |  | x |

C. Values Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Embed and to promote the values within your role, and the team | x |  |
| 2. | Positively representing the team and organisation in a various forums  | x |  |
| 3. | A proactive approach to managing workload and multiple projects  | x |  |
| 4. | Work with teams across the Centre to deliver projects and events in line with the Centre’s values and vision  | x |  |
| 5. | A passion and commitment for working in the arts | x |  |

D. Communication Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Exceptional verbal communication and interpersonal skills, with the ability to communicate professionally, confidently and positively with people at all levels of seniority internally and externally, including Board Members, face-to-face and over the phone | x |  |

E. Environment Please use Level 1 of our values / competency framework as a guide

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Understanding of the Centre’s key objective of delivering a warm Welsh welcome to all | x |  |
| 2. | Commitment to the provision of excellent customer service to both colleagues and customers at all times. | x |  |

F. Welsh Language

Below outlines the Welsh Language skills required for this role, please refer to how you meet these *essential* requirements in your application (if applicable).

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| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to speak Welsh |  | X |
| 2. | The ability to listen and understand conversations in Welsh |  | X |
| 3. | The ability to write in Welsh |  | X |
| 4. | The ability to read Welsh language material |  | X |