

# **Retina Dance Company – Administrator Job Description**

## **Purpose of job**

To provide administrative services for Retina Dance Company.

The Administrator will be responsible to the Retina Company Manager (Suzy Gunn) for the following duties to be performed in the best interests of Retina Dance Company.

## **KEY ACTIVITIES:**

### **1. Planning and organisational development**

- Attend team planning meetings as required
- Acceptance and implementation of Retina's code of conduct, child protection policy and equal opportunities policy

### **2. Project management**

- Be responsible for activity schedules and day-to-day liaison with dancers and collaborators
- Be responsible for project logistics – booking travel, accommodation, preparing schedules etc
- Collect and analyse performance data for purposes of evaluation and monitoring
- Liaise with and service requirements of venues and hosts of projects

### **4. Marketing and profile**

- Assist in the implementation of Retina's marketing strategies
- Collect and archive data
- Maintain, update and develop databases
- Distribute publicity and promotional materials for performances as required

### **6. Other**

- Keep Retina's books in collaboration with Company Manager
- Servicing requirements of other company projects as they arise
- Assist Artistic Director and Company Manager in accomplishing tasks in the best interests of Retina Dance Company
- Respond to telephone and email enquiries or forward messages as appropriate
- Keep all company administrative systems and databases up to date

## **Terms and Conditions**

This post is offered on a 25 hours per week basis at a salary £11,000