Theatre Administrator

JOB DESCRIPTION

INTRODUCTION

HQ Theatres & Hospitality (HQT&H) is a division of Qdos Entertainment Ltd.

Qdos Entertainment is wholly owned by husband and wife entrepreneurs, Nick & Sandra Thomas. Nick created Qdos Entertainment in 1999, and remains Chairman of the company, which is now one of the largest, broad-based entertainment Groups in Europe.

Rooted in family entertainment and traditional values, Qdos Entertainment has grown both organically and through a steady ‘buy & build’ strategy, by acquiring businesses that complement the original model, managed by a highly experienced management team.

Qdos Entertainment, via its wholly owned subsidiary HQ Theatres & Hospitality, has a proven track record of successfully managing and operating theatres and other cultural venues, and is the UK’s second-largest regional theatre and concert hall operator.

The current portfolio of 11 venues include: The Cliffs Pavilion, Southend; The Palace Theatre, Westcliff; G Live, Guildford; The Lyceum Theatre, Crewe; Wycombe Swan, High Wycombe; The Wyvern Theatre, Swindon; The Arts Centre, Swindon; The Beck Theatre, Hayes; The White Rock Theatre, Hastings; The Orchard Theatre, Dartford, The Colosseum, Watford, and The Churchill Theatre, Bromley.

The Company also operates an extensive range of hospitality and accommodation environments, including restaurants, cafés, bars, coffee shops and boutique hotel rooms under the brand HQ Collection. The company’s freehold restaurants and accommodation businesses include the award-winning Copper Horse Restaurant and Cottages; The Mayfield Pub, Carvery and Rooms in Seamer and The Plough Pub, Restaurant & Rooms in Scalby, near Scarborough.

SENIOR MANAGEMENT STRUCTURE

Chairman: Nick Thomas
Chief Financial Officer: Jim Parry
Chief Executive Officer, HQT&H: Julian Russell
Group Marketing Director: Ian Wilson
Operations Director, HQT&H: Alvin Hargreaves

The Churchill Theatre is managed by the Theatre Director, Chris Glover.

LOCATION OF BUSINESS

HQ Theatres & Hospitality Limited has its headquarters office in Drury Lane, London. The post holder will be based at The Churchill Theatre, High Street, Bromley, Kent, BR1 1HA

EQUALITY OF OPPORTUNITY

Qdos Entertainment Limited is committed to being an equal opportunities employer. The aim is to ensure that all employees are treated equally and are employed solely on the basis of their ability and potential to do the job, regardless of their race, colour, gender, sexuality, disability, age, religion or beliefs.
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REPORTING

The Theatre Administrator reports to the General Manager (Bromley) and the Administration Manager (Dartford and Bromley).

PURPOSE OF THE POST

The Theatre Administrator provides a dependable system of administration, HR and internal communications support for the Churchill Theatre staff and within the wider group of HQ Theatres and Hospitality (HQT&T).

ACCOUNTABILITIES

Key Accountabilities of the Post are to:

- Provision of a clear and operationally effective internal communications system, so as to ensure that all staff members, as well as industry and other third parties, are fully briefed as appropriate as to The Churchill Theatre business.

- Provision of a clear and operationally effective administration and information support system for all departments.

- Prompt, comprehensive and accurate preparation and dissemination as required of financial and sales-related data, including (but not limited to) income transaction records; payroll administration; logs and remittance books; petty cash control; daily ticket sales reports; and invoice processing.

- Management of Office Supplies, so as to ensure that, via best value purchasing, relevant agreed budgets are not exceeded, and where possible, savings are made.

- Production and dissemination of accurate and timely minutes of all meetings as required.

- Accurate and timely creation of contracts for shows and events; their timely despatch, and ensuring their prompt return by producers / promoters.

- Prompt and accurate preparation of draft show and event settlements.

- Special administrative and business support for Front of House, including Hospitality, as required.
• Support managers in the implementation of health and safety procedures, training and good practice. Implement these in all aspects of working practice and promote them in the workplace, including attendance at Health and Safety Meetings.

HR & PAYROLL

• Maintain personnel files and records for all staff in line with procedures and ensure security and confidentiality at all times.

• Maintain policies, procedures and staff manuals.

• With the Administration Manager assist and support managers in the co-ordination of staff training and development in line with training budget. Ensure relevant staff training records are maintained.

• Support managers with recruitment including advertising, short listing, interviews and inductions, ensuring accurate record keeping and legislative procedures are adhered to.

• In liaison with the Company’s HR Manager provide appropriate employee relations advice as required.

• Maintenance of holiday and sickness records for all staff.

• Oversee and co-ordinate the processing of staff timesheets, overtime and mileage claims, checking for accuracy and obtaining appropriate authorisation. Draw up, maintain and submit spreadsheets of all payroll information to ensure staff are paid accurately and on time. Maintain an accurate system for recording hours worked and breaks in service.

This job description is current at the time of writing but in consultation between the post holder and the Theatre Director, may be subject to variation to reflect or anticipate changes in or to the job, so as to meet The Churchill Theatre Bromley’s business needs.

OTHER DUTIES AND RESPONSIBILITIES

• Other related duties and responsibilities as may from time to time be reasonably required by the Theatre Director, General Manager and Administration Manager.
Theatre Administrator

PERSON SPECIFICATION

- Evidence of personal achievement of developing effective procedures and systems to ensure administrative excellence.

- Proven experience of cash handling procedures, budget control and maintaining financial records.

- An ability to work as part of a team across a wide range of administrative functions.

- Literacy, computer literacy, and numeracy appropriate to the requirements of the Post. Working knowledge of Artifax is beneficial.

- High level communication skills and an excellent manner when dealing with the public, stakeholders and industry colleagues.

- An ability to be flexible to business need and work calmly and effectively under pressure.

- Demonstrable enthusiasm for live theatre and entertainment, and for the provision of excellent service.
Theatre Administrator

SALARY AND HOURS OF WORK

**Hours of work**
PART-TIME
32 hours per week

**Salary**
£15,200 per annum (pro-rata)

**Application**
To apply for this post please send the attached application form with a covering letter to:

Rebecca Stevens
Administration Manager
Churchill Theatre
High Street
Bromley
Kent
BR1 1HA

Or email rstevens@churchilltheatre.co.uk

Closing date for applications Friday 5th August 2016, 6pm.
Successful applicants will be contacted for interviews to take place Wednesday 10th August 2016.