



arts depot

Application Pack

Programme & Events Administrator



Introduction

Thank you for your interest in the Programme & Events Administrator role at artsdepot. Before you complete your application, please read the information included here carefully. These notes are intended to help you make the most of your application.

artsdepot strives to be an equal opportunities employer. We are committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

We look forward to receiving your application.

About artsdepot

artsdepot's vision is to be a creative home for everyone. Our mission is to reach all families in Barnet by 2027, and we do this through focusing on artsdepot as a destination, as a sector leader and our work across the borough. The Programme and Participation Department plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue includes a 395 seat main theatre, 151 seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 170,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.



Our Values

- Inclusive – Our work is inclusive. Everyone can access our performances and activities, and we reflect our wider community in what we do.
- Creative – We believe in creativity. We respond in creative ways and provide the setting for everyone to be creative on their own terms.
- Collaborative – We work collaboratively. Our programme and organisation is better when we work with others to make up more than the sum of our parts.
- Respectful – Our work is underpinned by respect. We work in a way that respects other voices and views and expects the same from others.



This opportunity

This role is a brilliant opportunity to work across three departments – Hires & Events, Programming & Participation, and Marketing. You'll be playing a key role in providing administrative support to each team.

The ideal candidate will be proactive, collaborative and super organised. The role also works closely with other teams at artsdepot, including our Front of House teams.

Working at artsdepot

The Programme & Events Administrator will be based in our office on Level 2 of the artsdepot building. It is a shared space of three connected offices, accessible through a set of stairs or a lift. artsdepot is accessible for wheelchair users throughout the building. There are accessible toilets. The nearest wheelchair-accessible underground station is Woodside Park, 0.7 miles from artsdepot. There are 10 disabled parking bays in the Aldi carpark below artsdepot, connected to the venue through a lift. Because of our programme and a resident dance college, the space can be busy and noisy at times. Guide dogs and assistance dogs are welcome. artsdepot is a Disability Confident Employer.

The role includes using a computer and communicating via phone and video calls, email, the office management app Teams and in person. It involves regular meetings.



How to Apply

Please make sure you have read fully the Job Description (including person specification) within this pack and the accompanying information. The principal responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply please submit a covering letter (up to two sides of A4) and curriculum vitae (CV) and our equal opportunities monitoring form.

In the covering letter, you have the opportunity to outline your suitability for the post by telling us about your interests, experience and skills that relate to the role and person specification. The skills and personal qualities listed are required for the effective performance of the post; you can demonstrate your suitability through workplace, voluntary work or alternative experience.

Outlining your suitability for the post

How you outline your suitability for this role in your covering letter (up to two sides of A4) determines whether or not you are shortlisted and invited for interview. It is helpful if you go through the person specification and tell us exactly how you meet it.

Please email your cover letter, CV and Equal Opportunities Form to **recruitment@artsdepot.co.uk**. You are welcome to submit your application in a different format if you would prefer (video, audio recording), please email it to **recruitment@artsdepot.co.uk**.

Applications will close at **10am on Monday 7 July 2025**.

Successful shortlisted applicants will be invited to an interview during the week commencing **Monday 14 July 2025**. Interviews will take place at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If you would like support with access requirements, please contact Zoe by email at **recruitment@artsdepot.co.uk** or call 020 8369 5454.

The Shortlisting and Interview Process

Shortlisting is carried out purely on the information contained in the cover letter and CV. Candidates are assessed anonymously against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

All candidates shortlisted for interview will be sent the interview questions approximately 24 hours in advance.

Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and that each individual feels respected and able to give their best.

As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

Please enclose the completed monitoring questionnaire with your application. When the applications are received, the EO questionnaires are removed before any decision on shortlisting is made.



Job Description

Programme & Events Administrator

Purpose of role:

The role of the Programme & Events Administrator is to support the work of three of artsdepot's key teams: Programming and Participation, Hires & Events and Marketing.

This role will be responsible for inputting event details into artsdepot's venue management programme Artifax, ensuring accuracy of data; performing administrative tasks such as drafting and issuing contracts and data evaluation; as well as assisting with marketing activities and promoting artsdepot.

Reports to: Hires & Events Manager

Key relationships: Chief Executive, Programming and Participation team, Hires and Events Manager, Marketing team, Technical and Visitor Services teams, and external relationships with clients, artists & local organisations.

Principal Responsibilities:

Main Duties

- Responsible for range of day-to-day administrative tasks to support artsdepot activities. This may include managing and organising files and records; data entry; responding to enquiries via email or telephone; drafting and editing documents; coordinating meetings and appointments and providing general support to various teams.
- Input and update event bookings in the venue management system (Artifax) ensuring up to date and accurate scheduling for all teams.
- Update and issues contracts, and monitor their return, for all artsdepot events and activities (including programmes shows, hires, creative projects, and participation activities) and ensure they are filed electronically in an organised and timely manner. Liaise with internal teams to ensure they have all necessary information to facilitate a smooth delivery of all venue activity.
- Attend weekly Operations Meeting.
- Maintain relevant team storage areas including ordering new materials or supplies as directed.

Programming & Participation

- As directed be a central point of contact for programmed artists / companies and record or share information as appropriate.
- Administrate arrangements for performances with additional access services such booking BSL interpreters or audio describers for programmed events as directed.
- Provide the Finance Department with the required information for PRS returns.
- Support Creative Producers to monitor and evaluate participation activities including creating surveys and inputting data to evaluation software (UpShot).
- Provide administrative support on artist development programmes including welcoming support and care to resident artists.

Hires & Events

- Build relationships across the artsdepot team and provide information on how we can support the ambition of local creative panels and residents.
- Support the Hires & Events Manager with day-to-day hires enquiries. Prioritise, reply and act on those enquiries as appropriate to meet financial targets and ensure effective use of resources.
- Issue hirers contracts supported by the Hires & Events Manager
- Support the Hires & Events Manager with weekly, monthly and seasonal tracking of Hires bookings and maintaining up to date information in Artifax.
- Deputise for the Hires & Events Manager at meetings and conduct client viewings as required.
- Assist Duty Managers with the setting up of event spaces as required.
- Support the Hires & Events Manager to up-sell catering and other secondary support services.

Marketing

- Contribute to marketing campaigns, writing emails and other copy as requested.
- Support profile raising initiatives and any market research.
- Liaise with visiting companies to co-ordinate print, arrange overprinting and co-ordinate the production of other publicity materials as required.
- Maintain display of posters and flyers within the venue and manage the print room stock levels.
- Distribution of print and e-flyers to schools, libraries, community groups and events.
- Work with Front of House and Box Office to ensure promotional opportunities within the venue are used to best effect.
- Assist the Marketing Officer to maintain the digital screens within the venue.
- Manage listings on 3rd party websites.
- Create pre & post-show e-shots and assist with general e-shots.
- Assist with creating and maintaining content on artsdepot's website.

Chief Executive Support

- Support the Chief Executive in taking minutes of the Board meeting.
- Attend meetings as required.

Other Duties

- Adhere to internal confidentiality and GDPR policies.
- Support in ensuring all operations are carried out within the relevant Health and Safety legislation and within the artsdepot Health and Safety policy.
- Understand and adhere to artsdepot's Safeguarding Policy. Immediately report a disclosure or concern to the Designated Responsible Person.
- Support in ensuring artsdepot's Equal Opportunities and Inclusion Policies are applied.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the Head of Programming and Participation, Head of Marketing, Hires and Events Manager, Chief Executive, or the Board. It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

Personal Specification

Essential:

- Previous demonstrable administrative experience
- Good written and spoken communication skills, and good numeracy skills
- Fully computer literate with Microsoft 365
- Ability to prioritise and work under pressure with good time management, organisational skills and excellent attention to detail.
- Supportive and collaborative team player with the ability to be responsive.
- Demonstrable professional manner and strong interpersonal skills necessary to deal with a range of individuals and clients and represent artsdepot.
- Willingness to work flexibly, some evening and weekend work is required for which time off in lieu will be offered.
- Commitment to Equal Opportunities.
- Understanding of good customer service.
- An interest in working in a community arts venue.

Desirable:

- Previous experience in an arts environment or in a similar / complementary environment.
- Experience of any or all of the following: Artifax, Spektrix, Dotmailer, Desktop publishing.
- Understanding or experience of live events management.
- Understanding of participation, creative learning and engaging with diverse communities.
- Understanding of the arts marketing environment.
- Experience of taking minutes for meetings.



Conditions of Service

- Salary is £26,000 per annum.
- Working week is 37.5 hours.
- This post will include out of office hours duties, such as evening meetings and events. These are considered to be part of your core commitment to artsdepot.
- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.
- You will be able to take 25 days annual leave (pro rata) excluding statutory public holidays.
- You will be expected to actively participate in the implementation of artsdepot's policies with regard to equal opportunities, safeguarding and health and safety.
- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time. This will not change the general character of the job or the level of responsibility outlined. Detailed terms and conditions will be outlined in the Employee Handbook.

Photos are from artsdepot activities between 2018 and 2020 including: **TogetherFest** and **The Storytelling Igloo**, and performances including: **Ready Steady Lift Off** by A Line Art, **8 Minutes** by Alexander Whitley Dance Company, **Bromance** by Barely Methodical Troupe and **All Wrapped Up** by Oily Cart.

Photography by **Katie Burse, Suzi Corker, Becky Dann, Johan Persson, Andrew Twesigye**