

Encounters

Encounters Project and Communications Administrator: Role Description

TITLE:	Project and Communications Administrator
SALARY:	£18k per year Pro rata 0.6 FTE
MAIN PURPOSE OF THE ROLE	To assist the Encounters Executive Producer and team by performing the day-to-day tasks related to administration of the company
RESPONSIBLE TO:	Encounters Executive Producer
HOURS:	Maximum of 3 days per week throughout the year (to be agreed)
LOCATION	Based in Totnes, Devon

Duties & Responsibilities to Include:

1. **Day to day administrative duties:**
 - Ensure all financial documentation is prepared for the book-keeper
 - General office duties
 - Taking minutes for Trustees and team meetings
 - Ensuring adequate stationery and postage supplies & receiving & sending post
 - Maintaining up to date and well organised IT systems i.e dropbox, file sharing etc
 - Develop and maintain Encounters database of key contacts using HighRise

2. **Marketing and Publicity:**
 - Prepare and deliver communications plans for all Encounters projects
 - Research and prepare appropriate distribution lists for Encounters projects
 - Ensure compliance with data protection requirements
 - Work with the team to assist in coordinating publicity materials
 - Coordinate press releases and publicity opportunities
 - Develop content for social media with the team.
 - Develop an archive plan with the executive producer and ensure that materials are appropriately recorded and stored

3. **Programme administration**
 - Work alongside the Executive Producer to manage the day to day administration of the Encounters programme including:
 - Contracting of artists and partners,
 - Maintaining calendar and schedule of activities
 - Ensuring project documentation is prepared and filed appropriately
 - Support the Executive Producer in preparing statutory documents and making company reports
 - Support the Executive Producer in developing and adhering to policies
 - Making room bookings, catering, IT requirements, paperwork & materials related to the programme
 - Compiling evaluation data
 - Chasing people for paperwork

4. **To carry out any other duties commensurate with the job role**