



Viva Arts and Community Group is a Company Limited by Guarantee  
Registered in England No 06448490 and Registered Charity No 1126012  
Registered Office: The Viva Shop and Café, 14 Churchgate Street, Soham, Ely, Cambridgeshire, CB7 5DS  
Theatre: Spencer Drove, Soham, Ely, Cambridgeshire, CB7 6EE

**JOB TITLE:**

Charity Operations and Theatre Coordinator

**RESPONSIBLE TO:** Chair of the Board

**FLEXIBLE WORKING HOURS:** 30 hours (Includes Unsociable Hours)

**MAIN PURPOSE OF THE JOB:**

- To be the 'face' of the charity.
- To oversee and be responsible for the efficient, effective and comprehensive secretarial and administration support for all aspects of the charity working with patrons, staff, trustees and volunteers
- To effectively manage the theatre and community hub to maximise usage
- To manage events and projects.
- To recruit, manage and train a wide range of volunteers of all ages.
- To line manage the apprentices and support their learning
- To occasionally deputise for Chairman at meetings

**MAIN DUTIES:**

**To oversee and be responsible for the General Administration function as shown below:**

- Management of the office, financial administration, i.e. preparing regular reports (income and expenditure and office budgets), managing the day to day accounts, including bank reconciliations, web sales and onsite cash and card payments
- Monitor and respond in a timely manner to all communication received.
- Manage and maintain the email account and website for the charity.
- Schedule meetings and action instructions and decisions made at meetings in a timely manner.
- Maintain record-keeping systems for recording and monitoring projects, and provide regular summary reports as required to managers and trustees
- Develop and maintain up to date information about the charity
- Undertake all marketing functions and manage social media
- Complete funding applications as required;
- Book venues and organise transport
- Line manage any apprentices
- To act as Secretary for Theatre Council and other Committees

## **Production Administration**

**To oversee and be responsible for the smooth running of the internal and external theatre productions as shown below:**

- Manage internal production administration, eg box office, budget, expenditure and income, trips, venue bookings, travel arrangements
- Event marketing, including brochure, posters, leaflets and social media
- Manage larger projects as required
- To manage Children in Entertainment licences and chaperones
- To provide high quality graphic design

## **Theatre and Community Hub Management**

**To oversee and be responsible for the management of the venue as shown below:**

- Manage theatre lettings
- Oversee the day-to-day management of the venue: day, evening and weekends
- Produce and deliver a marketing strategy for the theatre and all of its events, and manage the bookings of the venue to maximise usage, particularly from community and commercial fee-paying organisations alongside the Charity's own production schedule
- Maintain event and venue calendar
- Support external providers, e.g. touring companies
- Ensuring adequate volunteer numbers are available to manage events during the day, evening and weekend (as appropriate) through the acquisition and management of a larger group of volunteers
- Responsible for all DBS checking for staff and volunteers
- Oversee cleaning and maintenance issues of the venue
- Responsible for all stock & supplies including beverage, cleaning products, signage and bathroom
- To manage PPL & PRS declarations and payments