



# JOB DESCRIPTION.

<b>JOB TITLE</b>	<b>Education Administrator</b>
<b>REPORTS TO</b>	<b>Higher Education Manager</b>
<b>DEPARTMENT</b>	<b>Education</b>

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## **BACKGROUND**

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse program of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

Education is at the heart of Shakespeare's Globe. We run a year-round program of activities from Learning and Higher Education & Research teams. The department is one of the largest Education departments in an arts organisation in the UK.

## **PURPOSE OF JOB**

- The Education Administrators work together to ensure the smooth-running of our daily activities – welcoming and supporting our participants and audiences, assisting with the administration of projects within Education, and contributing to some department and organisation-wide activities.
- To support the Education Department in the administration of the department's activities.
- To share responsibility for the effective running of all rehearsal rooms and theatre buildings for scheduled Education activities.

## **PRINCIPAL RESPONSIBILITIES**

- Assist the team to ensure that all projects, courses, and events are planned, staffed and resourced to a consistently high standard.
- Be a Front-of-House contact for participants or groups attending our activities at the Globe. Welcome groups on arrival, monitor attendance and handle enquiries relating to the event.
- Ensure that all procedures for security, health and safety and good housekeeping are properly carried out in line with the working practices of Shakespeare's Globe.
- Create daily and/or weekly timetables and planners to give an overview of Education's upcoming projects, tasks and meetings.
- Assist with data entry on the relevant booking systems. Take responsibility for daily administrative tasks (sending correspondence, filing, monitoring emails, mail-outs etc). Ensure that records, correspondence and data are carefully maintained and monitored.
- Assist the department in the generation of purchase orders and processing of invoices; assist with receiving credit cards; assist with the monthly reconciliation of finance statements and cash floats.

- Ensure that appropriate spaces are booked and prepared for all sessions and events. This could include technical set-up and/or the provision of refreshments. Ensure that the spaces are cleared after each session in preparation for the next group.
- Liaise with Education Practitioners, Faculty, theatre professionals and visiting speakers and to ensure the smooth running of Education Activities under the guidance of the Line Manager.
- Source properties and costumes for rehearsals and performances and ensure the safe keeping and return of these items.
- If required, act as a stage supervisor for workshops on the Globe Stage and in the Sam Wanamaker Playhouse.
- Assist the Line Manager in creating programmes and publicity material for specific projects as required

### **PERSON SPECIFICATION**

- Good time management and organisational skills
- The ability to communicate effectively with a wide range of people
- The ability to respond rapidly and calmly to changing situations
- An interest in working with the general public and with students
- An interest in the programming and running of educational projects for young people and adults
- Discretion, sensitivity and tact
- The ability to work well as part of a team
- A good working knowledge of Windows-based software (including Excel)

### **Embodies these essential Globe ways of working:**

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

### **RECRUITMENT INFORMATION AND TERMS AND CONDITIONS**

#### **Permanent / Full-Time (Happy to talk flexible working)**

[A full set of terms and conditions will be supplied with a contract of employment]

**Hours:** 35 per week exclusive of meal breaks, Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

**Salary:** £22,750 per annum.

**Holiday:** The annual holiday leave is 25 days per calendar year plus Bank Holidays.

**Benefits:** Discount in the Globe shop and onsite restaurants/cafes; free entry to selected shows, events and activities, access to our free employee assistance programme via phone line and website; family friendly policies including enhanced maternity and shared parental leave pay; season ticket loans available; eye test scheme; flu vaccination scheme; cycle to work scheme; Littlebird exclusive discount; enhanced employer pension contributions after 12 months service.

**This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes. As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.**