

Education Administrator – Role Specification

Responsible to:	Associate Director and Education Manager
Hours:	Up to 20 hours per week across a 5 day week. These hours can be worked flexibly around the needs of the education programme but will involve some evening and weekend work.
Rate of pay:	£11 per hour.
Purpose of Job:	To support and promote all aspects of the delivery of the Minack's Taking Part programme as agreed with the Associate Director and/or Education Manager. The roles include:

1. Provide admin support to the Associate Director and/or Education Manager on all education projects.
2. Assist with the marketing of all education projects and ensure all project information is kept up to date on the Minack internal calendar.
3. Assist with the administration and co-ordination of the Minack Youth Theatre events.
4. Liaise with schools to promote and book education projects.
5. Liaise with suitably experienced practitioners from our existing team to ensure all workshops are fully staffed.
6. Support the Education Manager to organise multi-school projects in line with the education objectives.
7. Monitor and respond to enquiries to the education@minack.com email address at least 4 days a week.
8. Undertake any training as may be required from time to time and appropriate to the post.
9. Have an understanding how all areas of the theatre run.

In addition, as with all roles at the Minack, you must be conversant with the Trust's Health & Safety, Safeguarding and Evacuation Policies.

Person Specification:

Essential:

- Excellent interpersonal and communication skills.
- Ability to work as part of a team and with a wide range of people of all ages.
- Ability to work under pressure in a customer facing or creative environment.
- A high level of computer literacy: use of Word, Excel, Outlook, social media and internet.
- Ability to work on your own, tracking your time accurately.
- A proven interest in cultural events, specifically plays/musicals.

Desirable

- Training as an Arts Award assessor, especially at Explore and Discover level.
- Safeguarding Level 2 training (this will be provided if not already in place and up to date)
- First Aid training and experience.
- Be a licensed chaperone or be willing to become one.

All applicants are subject to a clear DBS check