

A group of four diverse people are shown in a dramatic, close-up shot. In the foreground, a man with a shaved head is seen from the back. Behind him, a woman with a patterned headscarf and a man with dreadlocks are looking intently at someone off-camera. To the right, another man with long hair is looking upwards with a concerned expression. The lighting is warm and focused on their faces.

Gecko

Administrator

Job Pack



Overview

Thank you for your interest in applying to become Gecko's Administrator. This pack contains all the information you need to submit an application, including details about Gecko, the job role, person specification and the application process.

It is an exciting time for Gecko as we create our eighth show (commissioned by the National Theatre), open the Creation Space in 2023 (our new headquarters and creative studio on Ipswich's waterfront), and look to broaden the work that we create and the people we connect with.

The Administrator plays an important role within Gecko, providing support across all aspects of the company and ensuring the smooth running of the company's office. This varied, busy and exciting role will see you support our touring and artistic activity, creative engagement, business operations, digital comms and finance.

Every day will be different, one day could see you book hotels and travel for our touring company members, update our website and reconcile our accounts; on another day you might support a guest night at a show premiere, help with reporting on a grant, draft contracts for a school workshop, and publish social media content. With such a broad range of duties, the position suits someone who is highly organised, has excellent attention to detail and can proactively manage a varied workload.

Reporting directly to the Head of Operations and Development, the successful candidate will work across the whole company, supporting the Artistic Director, Executive Producer and Creative Engagement Producer, as well as liaising with our freelance company members.

To apply: Please complete our online application form
(see page 13 for further guidance and details)

Application deadline: 12.00pm, Monday 7 March 2022

1st round interviews (in person): Tuesday, 15 March 2022 with Steve Allman (Head of Operations and Development) and Rosalind Wynn (Executive Producer)

2nd round interviews (in person): If required, we may hold 2nd round interviews on 22 March 2022

Anticipated start date: As soon as possible

Gecko actively encourages applications from those with less visibility in the arts and particularly welcomes applications from Black, minority ethnic and lower socioeconomic backgrounds.

We would be very happy to talk to you about the role and Gecko in more detail and without prejudice to your application and interview. Please contact Francesca Bloor (current Administrator & Digital Communications Manager) via info@geckotheatre.com to arrange a time/date for an informal phone call. If possible, calls should be arranged prior to 25 February 2022.

We will contact every candidate, whether you are shortlisted for interview or not.



Deepening human connection
through physical, visual, visceral
and ambitious performance
and participation.





About Gecko

Gecko is an award-winning and internationally acclaimed physical theatre company, led by Artistic Director Amit Lahav. Founded in 2001, the company has created 7 critically acclaimed shows, 2 associate shows and 2 films. The company is currently creating its eighth theatre production, commissioned by the National Theatre, which focuses on the themes of migration, racism and family.

Our work explores contemporary themes relevant to the society in which we live, using performance that is inspiring and provocative. We blend choreography, sound, lighting and set design to create our worlds and use breath, emotion, multiple languages and metaphor to tell our stories. Our audience engage with our work in various ways (visually, sonically and emotionally) giving it a broad appeal across diverse age groups, nationalities and backgrounds. This approach encourages our audience to deepen their connection with the company and each other, and to create and share their own interpretation of our work.

We take the same approach with our Creative Engagement programme. Working with our highly experienced practitioners, we create a safe and supported environment that allows local community groups, students and artists to be bold and experimental, inviting them to explore our work, develop new skills, confidence and a new understanding of the world around them. The company is featured on the A-Level, GCSE and International Baccalaureate drama/dance syllabi and is included in several educational textbooks for both students and teachers.

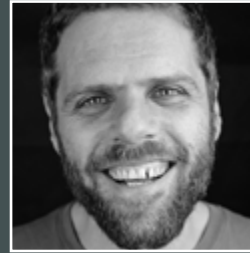
The company has been based in Ipswich since 2008 and recently became a charity. It hires office space from Ipswich School for the core team and will move into the Creation Space during 2023, the company's new headquarters and rehearsal studio on Ipswich's waterfront.

Who We Are

We have a small permanent core team who keep the company running, and although we all have our own roles, Gecko is a company where everyone supports each other and often work very closely together.

Along with the core team, our incredible ensemble of freelance company members (including performers, designers, costume makers, composers and technicians) play an essential part in the creation of our work. The ensemble tours our work nationally and internationally, co-creates our co-productions with other artistic companies, and have an active role in our creative engagement projects. Our performers also lead our workshops and professional development courses for students, teachers and artists.

Our Board of Trustees (all volunteers) have oversight on everything we do, support us in achieving our artistic ambitions and ensure we are compliant as a registered charity and company.



Amit Lahav
Artistic Director



Roz Wynn
Executive Producer



Steve Allman
Head of Operations
and Development



Paul Smethurst
Creative Engagement
Producer

The Office



Administrator



The Company

Here's an image of some of the staff and company members at the end of our most recent R&D for the new show. Find out more: <https://www.geckotheatre.com/people>

The Creation Space

Gecko is currently redeveloping the Burton's warehouse on Ipswich's waterfront, transforming it into the Gecko Creation Space, an industry significant devising and rehearsal studio, and Gecko's new HQ. From its opening in 2023, it will transform the company's creative process and participation opportunities, with training and creative engagement becoming principal components of the Creation Space, embedding our delivery in Suffolk, raising aspiration and nurturing future diverse arts leaders.



It is hard to overstate the impact the Creation Space will have on Gecko and our creation of work of excellence and scale. Already considered an industry leader in the creation of devised physical theatre, Gecko's process will be transformed by a facility that allows for set construction and full technical rehearsals, supporting Gecko's artistic growth.



Job Description

Job title: Administrator

Based: Ipswich, Suffolk

Reporting to: Steve Allman, Head of Operations and Development

Line management: No direct line management

Who are we looking for?

- * We are seeking an outstanding and highly organised individual to provide administrative support across all aspects of the company.
- * You will be able to manage and prioritise essential administrative support across our core activities, as well as supporting day to day operations and the smooth running of the Gecko office.
- * You'll be a highly motivated individual who is willing to roll up their sleeves to support and get involved in everything we do, ready to work hard and contribute to a positive, creative and inclusive culture.
- * You pride yourself on attention to detail, take a methodical approach to your work and enjoy working across a wide range of disciplines, where you will use your skills and experience to ensure the cogs of the company keep on running
- * You'll be willing to develop your current skills and learn new ones too, and will be an excellent problem solver with a can-do attitude.
- * You will also be an excellent communicator, aware of what is happening across the company and able to represent the company as its first point of contact, through our digital channels and at meetings and events.

Role Specific Duties

The roles detailed below represent a summary of the essential responsibilities for the Administrator and is not intended to be read as a complete account of all duties or accountabilities involved, which may change in response to the business needs of the company or as may be reasonably requested.

Production and Creative Engagement Support

- * Support the Artistic Director, Executive Producer and Creative Engagement Producer during touring productions, rehearsals and creative engagement activities, including but not exclusively booking travel and accommodation, arranging visas, booking venues, creating schedules, purchasing of props/equipment etc.
- * Support the Creative Engagement Producer with the delivery of residencies and/or work placements/experience etc.
- * Assist with the planning and running of events, press nights or other activities, and the coordination of tickets/invites, catering arrangements etc.
- * Support the collection of audience and participant data, evaluation and feedback

Administration

- * Co-ordinate all of the company's administrative and office management functions

- * Act as first point of contact for all enquiries and respond as required
- * Liaise with various stakeholders including students and audience members, commissioners, and promoters
- * Support the Artistic Director and other team members with diary management, travel and accommodation booking as required
- * Ensure supplier details, bank details, contacts etc. are kept up to date as required throughout our systems
- * Help to keep all offices and communal spaces clean, tidy and safe, ordering and replenishing consumable goods as required
- * Support the Head of Operations and Development with health and safety compliance and reporting
- * Manage any IT issues or upgrades, reporting to our external IT support contractor as required
- * Process and distribute post
- * Keep the office filing system (physical and electronic) up to date and ensure files are archived appropriately as needed.
- * Collate data from all aspects of the business as required for annual surveys, evaluation and funding, and for our trustees and the company's own analysis
- * With the Head of Operations, review, maintain and develop operational processes to ensure the company is compliant, safe and efficient

Comms Support

- * Ensure Gecko's website content is up to date, reflecting touring and other activities/news.
- * Ensure our social media feeds are active, posting content on a frequent basis, reflecting marketing/PR campaigns, and responding to posts and DMs by our followers and other related organisations.
- * Collate and report on statistics related to social media and our website
- * Support marketing and PR campaigns, social media campaigns, and with the creation of digital and print assets
- * Maintain our print and digital media archive, uploading and cataloguing images/files as required

Finance

- * Responsible for day-to-day finances including raising and processing weekly invoices, making payments and reconciling accounts as required
- * Financial data entry into our finance system (Xero)
- * Support the preparation of end of year financial reporting
- * Create/process expenses for senior team members as required
- * Raise invoices as directed and monitor/chase to ensure timely payment

- * Regularly review unreconciled items on Xero and chase paperwork
- * Print and distribute financial reports as required

HR Administration

- * Support the recruitment and induction of core and freelance staff with the marketing of vacancies, the collation of CVs and the arranging of interviews.
- * As required, support HR contract administration, including visa applications for overseas workers
- * Book training for staff as directed

Other

- * To represent the company as and when required at performances, workshops, external meetings and other networking events
- * Demonstrate a clear commitment to diversity and equal opportunities principles and practice as well as other company policies
- * Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility
- * Any other tasks as reasonably requested

Person specification

Essential

- * Ability to work calmly under your own initiative and as a key player in a small, dedicated team
- * Strong organisational and time management skills, with ability to prioritise a varied workload
- * The confidence to take on responsibility for specific projects
- * A collaborative, positive attitude and a can-do approach
- * Excellent communication skills, both written and verbal
- * Proficient numeracy skills, with knowledge/experience of accounting and/or bookkeeping practices
- * A welcoming, professional, and friendly manner
- * Excellent IT skills and working knowledge of MS Office including Word/Excel
- * High level of literacy
- * Excellent administrative skills and attention to detail
- * Problem-solving skills
- * Energy, commitment and enthusiasm
- * Professional and conscientious attitude
- * Willingness and enthusiasm to learn new skills and undertake training

Desirable

- * Previous experience of working with social media, websites, press and other media
- * Experience of image and video editing software
- * Knowledge of Gecko and the arts/cultural sectors
- * Experience of working with computerised accounting systems e.g Xero
- * Knowledge of health and safety compliance in the workplace



Terms of appointment

Salary: £22,000 to £25,000 (per annum)

Pension: Workplace Pension Plan with 3% Company contribution, operated by Nest

Hours: This is a full-time post working 37.5 hours per week. Some evening and weekend work is required, and occasionally additional hours as reasonably necessary for the proper performance of your duties, and to support business operations. Any additional hours worked may be taken as leave in lieu subject to line manager approval.

Office Hours: Standard office hours are from 9.00am - 5.00pm (Monday to Friday).

Location: Our offices are based at Ivry House, 23 Henley Road, Ipswich, IP1 3TF. The company offers flexible and home working subject to business needs and line manager approval.

Holidays: 25 days per year plus bank holidays.

Start Date: As soon as possible

Notice Period: 3 months

Probation Period: 6 months

Relocation: A relocation allowance is available to support a permanent move to the area.

Resources

Find out more about Gecko and see some of our work by accessing the following resources:

- * www.geckotheatre.com
- * YouTube
- * *The Wedding*

- * Facebook
- * Twitter
- * Instagram

How to apply

Application deadline: 12.00pm, Monday, 7 March 2022

1st round interviews (in person): Tuesday, 15 March 2022

2nd round interviews (in person): Tuesday, 22 March 2022 (if required)

To apply: Please complete our online application form (see guidance and details below)

Application guidance

Our online application form is available here:

<https://forms.gle/evk7PRq1GrhSkugt9>

If you have a Google account, you will be able to save and return to your application as you complete it.

Without a Google account, you will be unable to save your application whilst you complete it, but you do have the opportunity to edit your application after submission.

If you would like to prepare your answers in advance, the questions contained within the online application form are listed on the following page.

As part of the online application, you will also be asked to complete some details for equality monitoring purposes (not listed on following page). These answers are confidential and do not form part of your application.



Online Questions

About You

- * Please provide your name, email, contact number and address
- * Are you applying for a job share? Yes/No
- * Please detail any access requirements you have to attend an interview at our offices.

Supporting Statement

- * Please tell us why you are applying for this position and what qualities you think you can bring to the job. Let us know how you meet the requirements set out in the person specification and job description, along with any additional information you feel supports your application.

Current and Previous Employment (paid or unpaid)

- * Please tell us about your current (or most recent) employment. Include the organisation's name and location, your position, date of employment (from/to), notice period (if applicable), and a brief description of your role and duties.

- * Starting with your most recent position and working backwards, please tell us about your previous roles. Include the organisation's name and location, your position, date of employment (from/to), and a very brief description of your role and duties. Please insert a line between each position.

Your Education, Training and Professional Qualifications

- * Starting with the most recent first and working backwards, please tell us about your education, training and professional qualifications. Include the date, subject area, and the qualification/grade received (if applicable).
- * Please list any other skills or interests which may be relevant to the post.

References

- * Please provide details of two people (not related to you) who will provide an employment reference for you. One of these must be your current employer (or most recent employer if you are not currently employed). The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

Please Note: We will only approach a referee on offer of employment and not before.

