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**Literary Administrator**

**Job Description**

**Job Purpose**

To support the Literary Manager in the smooth-running of the literary department including Write to Play, scratch nights and commissioning.

**Line Manager:** Literary Manager

**Responsible for:** None

**Key responsibilities**

1. Ensure effective and smooth administration of new writing projects at Graeae, including Write to Play, scratch nights and script submissions.
2. Administer the new writing databases in compliance with the Data Protection Act and GDPR
3. Support the Literary Manager in scheduling and co-ordinating activities and resources,
4. Assist with diary management, travel arrangements and booking accommodation for artists and contracting of all artists and tutors.
5. Help organise meetings including taking notes and minutes
6. Assist the Access Team in co-ordinating all access support and materials for the literary department
7. Support Literary Manager in adhering to tight budgets and providing supporting documentation
8. Communicate effectively the literary departments plans and timetables with the rest of the Graeae team
9. Be the first point of contact for queries from writers, including those on Write to Play
10. Support Graeae’s long term artistic plans, engagement of aesthetics of access, objectives and policies and act as an ambassador for the company.
11. Represent the company at events and meetings as requested

**General**

1. Undertake training as appropriate
2. Promote equality of opportunity and fair treatment in all activities
3. Undertake other duties commensurate with the role

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## Literary Administrator

##### Person Specification

##### Knowledge / Skills / Experience

**Essential**

1. Excellent communication skills, both verbal and written. (NB Graeae recognises that this can be achieved by various means, e.g. through a third party communicator)
2. Excellent attention to detail, time management and organisational skills
3. Good numeracy skills
4. Proficient in the use of Microsoft Office software including Word, Excel and Outlook and in the use of PCs.
5. Ability to work as part of a team
6. Be self motivated and take initiative
7. Ability to problem solve both creatively and pragmatically
8. Experience of using administrative and database systems
9. Willingness to undertake further training
10. Understanding and commitment to equal opportunities
11. Interest in work delivered by and for young people

### Desirable

1. Knowledge of current disability issues
2. Interest in/experience of theatre/Arts/Voluntary Sector
3. Interest in work delivered by and for young people
4. British Sign Language skills
5. Driving licence

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## Literary Administrator

# Summary of main terms and conditions of service

*Contract*

This is a part time post (21 hours), offered on a fixed term contract running from April 2023 and will run for 18 months from the start date with the possibility of extension.

*Salary*

The salary offered is £24,000 per year (£14,400 pro rata) and is payable monthly.

*Hours*

This is a part-time post of 21 hours per week, plus one hour per day for lunch. Graeae's opening hours are 8.30am – 6.30pm.

Occasional evening work and work away from base is required. There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

*Probation*

Confirmation of employment is subject to a 3 month probationary period.

*Notice*

The period of notice from either party is one week during the probationary period and one month thereafter.

*Pension*

On the condition the employee contributes 3%, Graeae makes a contribution to the company's designated stakeholder pension scheme equivalent to an additional 7% of gross salary.

*Holiday*

In the first year of employment, full time employees are entitled to 25 days paid holiday per annum plus public holidays (increasing in future years). This is pro rated for part time members of staff. Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Training*

Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

*Other Benefits*

Graeae participates in the Cycle to Work scheme. Holiday, sick and parental leave are all over the required minimum.