Recruitment Pack
Company Administrator
Thank you for your interest in the position of Company Administrator at Gecko. We are looking for an exceptional individual to join the team of the UK’s leading devised physical theatre company.

2019-2020 sees Gecko
• Celebrate our 18th birthday.
• Begin development of our next production for premiere in 2021.
• Develop a film project with funding from BBC Arts and The Space.
• Premiere a co-production with Mind the Gap.
• Seek to acquire a Creation Space in partnership with Ipswich Borough Council that will house the company for years to come and empower us to expand our activity and reach.

This pack includes a Job Description, Person Specification and Terms and Conditions.

Further information about Gecko can be found at www.geckotheatre.com.

To be considered for this position, please complete the Application Form and the online Equality and Diversity Monitoring Form that can be accessed by clicking this link, or from our Opportunities page. Please submit your application to manwah@geckotheatre.com before the closing date detailed below.

Gecko recognises that the provision of equal opportunities in the workplace is good management practice and that greater diversity of perspective and background is shown to lead to greater innovation and superior outputs, and makes sound business sense. It is our policy to provide employment equality to all.

If you require this information in an alternative format please email manwah@geckotheatre.com or ring 01473 599200.

Closing date: Wednesday 10 July (5pm)
Interviews: Thursday 18 July 2019

If you have any questions about the role, please contact Gecko’s Head of Operations and Development Steve Allman to arrange an informal conversation: steve@geckotheatre.com

We look forward to receiving your application,

Amit Lahav
Artistic Director
Gecko
About Gecko

Gecko is the UK’s leading devised physical theatre company creating exciting and innovative new performance from our base in Ipswich that thrills audiences all around the world.

We are bold and ambitious. We strive to make our work open to interpretation, putting audiences at the heart of the narrative. We use multiple languages and tell universal stories through movement and emotion, allowing people from all backgrounds and nationalities to access our work.

Since the company’s inception in 2001, we have created 8 shows and toured to 24 countries to audiences of over 200,000. Gecko has been an Arts Council National Portfolio Organisation since 2012 and also receives annual funding from Ipswich Borough Council. Our turnover in 2017-18 was £640,000 of which our NPO funding comprised 34%.

Beyond the stage, it is a vital part of Gecko’s ethos to open the doors on our process, and empower people all around the world to take part in theatre, whether that is learning, watching, or participating.

We run workshops in schools, colleges and universities to introduce participants to the company’s style and devising processes. To date, over 9000 young people, youth leaders and teachers have participated in hundreds of Gecko workshops. We provide a range of training opportunities for artists at any stage of their career. We run regular professional development intensives and teacher training workshops to nurture a new generation of talented performers, makers and teachers.

We have worked with some of the UK’s leading charities, businesses, and educational institutions. Most recently, we teamed up with Transition Network to explore ideas around social and environmental change, and developed workshops exploring issues around mental well-being with Suffolk Mind.

Gecko is seeking to take the next step in its organisational journey through the development of a Creation Space in Ipswich, in partnership with Ipswich Borough Council.

There’s a terrific ensemble at work in a show that bursts with the joy of union.
— The Guardian on The Wedding

We teach Gecko, watch Gecko, love Gecko!
— Participant in Gecko teacher training workshop

It is many years since I have seen anything like this quality of movement, imagination and theatricality.
— Sydney Morning Herald on Institute

Walked in to watch a play. Left feeling ready to change the world.
— Audience member on The Wedding
About this role

Gecko is a busy, artist-led company and this role provides vital administrative support across the company’s artistic, participation and business strands, working closely with the Artistic Director, Executive Producer, Head of Operations and Development, and Project and Participation Manager.

The role requires a methodical approach, meticulous attention to detail and excellent communication skills. It covers a broad range of duties including marketing administration, finance and project support, HR administration, fundraising and general company administration.

This is an ideal position for those at the start of their arts career and we’re not expecting the successful candidate to know everything! Therefore, we’ll provide you with on the job training if you provide the motivation and enthusiasm to learn new skills.
Key Duties and Responsibilities

Administration
• Co-ordinate all of the company’s administrative and office management functions
• Act as first point of contact for all enquiries via telephone, email, letter and in person
• Liaise with various stakeholders as required, from students and audience members to commissioners and promoters
• Undertake PA duties for Artistic Director and other team members such as diary management, travel and accommodation booking
• Maintain contacts lists
• Schedule and support company meetings, taking and distributing minutes, detailing actions and tracking progress
• Help to keep all offices and other communal spaces clean, tidy and safe
• Support the Head of Operations and Development with health and safety tasks and reporting
• Act as the first point of contact for the external IT technical support team, managing any issues or upgrades and keeping the team up to date with progress
• Process and distribute post
• Keep the office filing system (physical and electronic) up to date and ensure files are archived appropriately as needed.
• Book training for staff as required
• Log and respond to all show invitations or unsolicited script submissions and share with the team as appropriate
• Assist with data collection for annual surveys, evaluation and funding requirements

Project and Touring Administration
• Assist in the administration of Gecko’s participation activity including workshop requests, residencies and intensives, and larger participation projects
• Assist with tasks such as booking travel and accommodation, arranging visas, booking rehearsal venues, creating schedules, tour information and marketing packs, booking complimentary tickets etc.
• Assist with the planning and running of events, press nights or fundraising events; booking spaces, overseeing the issue of and RSVPs to invitations and liaising over catering arrangements

Digital and Marketing
• Responsible for website and social media updates for the company
• Collation of engagement statistics across our digital platforms
• Provide marketing support where appropriate, including collating material for current show programmes/freesheets and updating the website
• To create and distribute a quarterly e-newsletter and maintain our mailing database
• Track and archive press articles, reviews and feedback about the company, productions and projects
• Proof marketing materials as required
**Finance**
- To be responsible for day-to-day finance 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 and process expense forms for senior team members as required
- Enter sales invoices onto system as instructed and send out as required
- Regularly review unreconciled items on Xero and chase paperwork
- Print and distribute financial reports as required
- Monitor and chase overdue payments from debtors

**HR Administration**
- Support with the recruitment of core and freelance staff by issuing job packs and collating CVs etc.
- Support the processing of DBS applications for staff and freelance practitioners as required
- Make monthly salary, pension and HMRC payments through our bank account
- Assist with contract administration

**Other**
- To represent the company as and when required at performances, workshops, 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, and ability to prioritise a varied workload
• The confidence to take on responsibility for specific projects
• A positive and flexible approach
• Excellent communication skills, both written and verbal
• Proficient numeracy skills and an excellent attention to detail
• A welcoming, professional and friendly telephone manner
• Sound IT skills and a good 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 for the arts
• Professional and conscientious attitude
• Willingness and enthusiasm to undertake appropriate training

Desirable
• Knowledge of Gecko and the arts sector
• Experience of working for an ACE funded organisation
• Experience of working with computerised accounting systems
• Experience of social media and website administration
Terms and Conditions

Salary
£18.5k to £21k per annum depending on experience

Reporting to
Head of Operations and Development

Hours
Full Time – contractual hours are 37.5 per week. Normal office hours are 9.00am to 5.00pm, Monday to Friday, with half an hour for lunch. Some evening and weekend work is required. Please note that additional hours may be required to support the company’s operations. Any extra hours may be taken in lieu if agreed with the line manager in advance.

Place of work
The Company Administrator will be based at Gecko’s office in Ivry House, 23 Henley Road, Ipswich IP1 3TF. Some travel may be required.

Annual Leave
25 working days (plus statutory holidays) per annum. Increasing by 1 working day per completed year of service up to a maximum of 28 days. There may be certain times of the year when annual leave cannot be taken because of the work programme. Annual leave requests should be submitted and agreed with the line manager in advance.

Probationary period
3 months

Notice Period
2 months (1 week during probationary period)

Pension
Employees are automatically enrolled onto Gecko’s Workplace Pension (NEST) and can opt out. Gecko will contribute 3% of your total salary.
Contact
info@geckotheatre.com

Address
Gecko
Ivry House
23 Henley Road
Ipswich
IP1 3TF
01473 599200

www.geckotheatre.com

Cover image: Time of Your Life (BBC)
Page 4 photo: The Wedding
Credit: Richard Haughton
Back image: Missing
Credit: Robert Golden