

DANCE ADMINISTRATOR (PART TIME)

Job Description

Over the course of a year, the post-holder will deal with general office administration, in weekly liaison with the team:

1. Responding promptly to email, telephone and post, redirecting queries as necessary
2. Keeping and implementing a year-plan, day book and co-ordinating schedules with the team
3. Book-keeping (computerised), banking and paying bills; producing statements 3 times a year
4. Keeping thorough, accurate records, including a filing system, of all the Society's activities
5. Maintaining and using our database; updating and servicing *Listings* subscribers (by email and post)
6. Maintaining/updating our website (using *Dreamweaver*), social networking sites and PayPal arrangements
7. Products: keeping/listing stock, ordering and fulfilling sales
8. Attending key meetings, taking and distributing minutes
9. Administering occasional special dance events or projects; researching potential sources of funding – input welcomed.

Three times a year: obtaining timely information for, and producing, distributing and advertising our *Listings* of classes, workshops and events. Involves co-ordinating proof-reading with a team member and updating the website.

Once a year: administering renewals of PPL licences, domain name and professional memberships, etc.

Once or twice a year: administering and assisting with key annual dance events and residential courses. Includes production of brochure and other advertising material in liaison with the team, designers and printers.



Our new Administrator will be a proactive, motivated and effective organiser and enjoy the variety of tasks and contacts that ensure the smooth running of the organisation for its teachers, performers, current and potential students as well as promoting its image and unique dance style. A friendly manner, good communication and interpersonal skills are essential. Website experience needed, including *Dreamweaver* and familiarity with Facebook and PayPal. Dance or arts administration and funding experience an advantage.

The post would suit someone looking for long-term part-time work in this area of arts administration who is also interested in contributing to the Society's development - input will be welcomed. Our Administrator will work on a self-employed basis. Payment is by the hour (rate currently £10). Contract: 6-months settling-in period then one-year contract renewable annually. S/he will need to have a PC, internet access and own workspace. For further details please call 020 8533 0955 or 01865 777462 or contact our email address below.

Please email or post written applications, with c.v. and contact details of two referees, to The Raqs Sharqi Society (Dance Administrator), P.O. Box 42021, London E5 8WJ by 9 April 2010.

www.raqssharqisociety.org

dance@raqssharqisociety.org