

# Peploe Williams Academy of Theatre and Performing Arts

## **Saturday Front Desk & Part-time Administrator**

Here at the Peploe-Williams Academy, our highly skilled performers & staff share their expertise and their passion for performance with our students and wider community. We do this with passion, commitment, and professionalism in a warm and friendly atmosphere.

The Peploe-Williams Academy is a creative space in which young children & teens are supported to achieve the very highest standards in their performance. Our mission is to create outstanding and innovative young performers equipped for the constantly evolving demands of today's performing arts industry.

This is a brilliant opportunity for the right candidate to be involved with a Performing Arts School event management and set the yearly programme up from the beginning. We are looking for someone who is passionate, creative, and.

### **Duties:**

- To be first point of contact during school/class hours – mainly Saturday.
- To greet students and parents
- Build a merchandise shop - To sell and fit uniforms and dance shoes, completing order forms
- To sell tickets for PP productions when applicable
- To receive payments if applicable – use our CRM
- To provide information and answer questions on all aspects of the Academy
- To distribute written information from the Office to all students, at front desk or at the beginning of classes
- To check and update notice board where and when necessary
- To help with fitting of costumes for Junior Productions.
- Manage on site Teachers and staff.

Finally, to be aware and receptive to parents' and students' needs and listen to any queries/misunderstandings that may arise. This information is passed on to the Company Manager who deals with the situation accordingly.

### **Skills/Qualifications**

- Excellent communication skills
- Assertive, happy disposition & confident – Critical attributes.
- Good administrative, organisational & planning skills
- Ability to work on your own initiative
- Retail experience would be a bonus.
- Knowledge of performing arts is extremely helpful, but not necessary.

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- **Very good knowledge of Microsoft Office (word, excel, powerpoint), google forms, marketing & email software.**
- Basic educational qualifications in Maths, & English

Job Types: Part-time - 3 month initial trial period. (the role could transition to full time for the right candidate)

Salary: Contract only - £9 ph. to 18 ph – the rate will be a packaged weekly contract rate. Depends on experience, And previous administrative roles. Position required on Saturday. Front desk hours are Saturday - 8.30 am to 5.15 pm, plus administrative duties 4 hrs minimum per week, but could be more for the right person. This role could transition to a full time position withing a 3 to 6 month period.

Applications close 18<sup>th</sup> April 2022 - if we have not already found the right candidate by then.

Expected start date: When we get the right candidate, and the date is mutually agreed.

Requirements: Full driving licence; Experience with children : a fun, confident, soulful, exuberant lively personality.

- DBS (Preferred)
- First aid (Preferred)

## To apply:

Write a letter of 500 plus words describing why you would be the best candidate for this opportunity, and what you could bring to the Academy. Plus send us your CV with photo attached. To [admin@pwacademy.com](mailto:admin@pwacademy.com)

Please include your availability to start on your application.