

Job Title: Theatre Administration Officer

Location: Jersey Opera House

Job Type: Full-Time (37.5 hrs/week)

Salary: £35K per annum

Reports To: General Manager

To be based at Jersey Opera House from the beginning of 2025. Based for the remainder of 2024 to be determined.

About Us:

The Jersey Opera House is a dynamic theatre dedicated to delivering exceptional performances and supporting both emerging and established talent. We are seeking a detail-oriented Theatre Administration Officer to join our team.

Job Summary:

The Theatre Administration Officer will ensure the smooth operation of our theatre, managing various administrative tasks. Responsibilities include booking travel and accommodation for touring companies, handling box office operations, managing sponsorship applications, providing donor care, and administering our friends' membership program.

Over the next year the Jersey Opera House team will grow significantly as we prepare for re-opening our doors. Therefore, there are some responsibilities at current that will be taken on by this role yet have the possibility of shifting as the team forms. We require someone who is hands on, happy to assist in this changing environment and can remain flexible with duties in an administrative form.

Key Responsibilities

Travel and Accommodation

Coordinate travel and accommodation for touring companies and visiting artists within budget.

Handle travel-related issues efficiently.

Box Office Operations

Respond to customer enquiries via email and phone.

Assist with ticket sales and reservations.

Prepare and analyse sales reports.

Maintain shows on the ticketing platform.

Sponsorship and Donor Management

Prepare and submit sponsorship documents.

Update sponsorship and donor databases.

Provide care and communication to donors.

Assist with the management of the Friends Membership Program

Administrative Support

Prepare documents, reports, and presentations.

Maintain accurate records and files.

Coordinate theatre events and functions.

Perform general office duties, including managing supplies and correspondence.

Qualifications

Experience in an administrative role, preferably in the arts or entertainment.

Strong organisational and multitasking skills.

Excellent written and verbal communication.

Proficiency in Microsoft Office and ticketing systems.

Ability to work independently and as part of a team.

Attention to detail and problem-solving skills.

Flexibility to work evenings and weekends, as required.

How to Apply:

Interested candidates should submit their CV and a cover letter (maximum 2 pages) detailing their relevant experience and why they are passionate about working at the Jersey Opera House to admin@jerseyoperahouse.co.uk by 9am Monday 22nd July

Should you wish to discuss your application or find out further details, please contact 01534 511104.

Join Our Team:

Become a part of a creative and dedicated team that thrives on bringing exceptional theatre experiences to life. Apply today and help us continue to make a difference in the world of performing arts.