

CiRCOMEDIA

Job Title:	Courses Administrator
Salary:	£24,479 Full Time Equivalent Starting Salary. Salary for 21 hours per week: £14,687
Hours:	0.6 (21 hours)
Contract Type:	Permanent
Holiday entitlement:	25 days' holiday plus bank holidays pro-rata
Reports to:	Courses Manager
Location:	Circomedia, Kingswood Foundation Estate, Britannia Road, Bristol, BS15 8DB

About Circomedia

Circomedia is a leading centre for contemporary circus and physical theatre, based across two sites in Bristol. For more than 30 years we have trained, inspired and supported circus artists, students and communities locally, nationally and internationally.

We reach around 7,000 people each year as performers, learners and audiences through:

- Accredited qualifications (BTEC, FDA and BA) at our Kingswood campus currently 76 students are enrolled.
- Weekly youth, community and recreational classes for nearly 600 children, young people and adults.
- Performances and events at our city-centre venue in St Pauls.
- Festivals, outreach and industry partnerships providing opportunities for students, alumni and artists.

Our team of 60+ staff, most of them practising artists, combine teaching, performing and community engagement. This creates a unique environment where training is rooted in the realities of the profession.

Circomedia has played a central role in Bristol being recognised as a Circus City, with a vibrant ecology that nurtures the next generation of artists. We continue to work with partners across the UK and abroad to secure the future of this distinctive and evolving artform.

Why Join Us?

Working at Circomedia means being part of an organisation where your ideas and input matter. You will contribute to:

- Sustaining circus and physical theatre for future generations.
- Inspiring young people to develop resilience, creativity and confidence.
- Bringing live performance and community projects to diverse audiences.
- We offer a friendly, supportive workplace where your work makes a real difference every day

Role Overview

As Courses Administrator, you will play a crucial role in supporting the efficient operation of our Courses programmes. You will collaborate closely with the Courses Manager and Director of Education & Training to manage timetabling and reporting of attendance effectively and provide essential administrative support.

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Key Responsibilities

1. General Office Responsibilities:

- Serve as the primary point of contact for students and visitors coming to the office and direct them to appropriate members of the team for support or guidance, ensuring a welcoming and helpful environment.
- Cover general office duties and administration during office opening hours this includes but is not limited to: phones, costume, equipment, ice and heat packs, first aid items, show bookings, parcel collection, doors, enquiries, visitors, stationers, refreshments, printer/photocopier

2. Timetabling Management:

- Work closely with the Director of Education and Training to develop and maintain accurate timetables for courses and programmes.
- Coordinate room bookings and ensure all resources are allocated appropriately.
- Update timetables in response to changes in scheduling or staffing.
- Communicate timetables to students in a timely manner.
- Assist students to access timetables.

3. Professional Members Coordination:

- Manage communications and subscriptions for professional members, ensuring timely responses to enquiries and requests.
- Maintain accurate records of professional memberships and renewals.
- Assist in organizing events and activities involving professional members as needed.

4. General Administrative Support:

- Provide comprehensive administrative support to the organisation, including but not limited to filing, data entry, and correspondence.
- Assist in preparing documents, reports, and presentations as required.
- Maintain office supplies and equipment, ensuring availability for staff use.

5. Registers and Attendance Reporting:

- Manage student registers
- Monitor attendance patterns and report any concerns to relevant stakeholders.
- Generate attendance reports as required by management or regulatory bodies.

6. Assist in Auditions Process and other key events:

- Support the audition process
- Assist the planning of open days, inductions and enrolment.
- Manage the communications, agenda, note-taking of the Student Council meetings

7. Library System Management:

- Contribute to the smooth running of the library system by ensuring books are catalogued and shelved correctly.
- Assist students in recording loans and returning borrowed books on time.
- Monitor overdue books and follow up with students as necessary to ensure timely returns.

8. Other Responsibilities

- Understand the roles of others to provide cover when required during holiday periods.
- Contribute as required to support the Academy team during compliance assessments
- Lead, Plan and complete specific projects that arise from time to time as assigned by the Director of Education and Training or Courses Manager.
- Ensure all work is carried out with due regard to compliance requirements such as GDPR, Equal Opportunities, Health and Safety and Safeguarding Policies.
- Other tasks as requested by the Line Manager in response to evolving situations and workloads.

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Note that duties may change and develop over time or as needed.

Person Specification

Essential

- Proven experience in administrative roles
- Strong organisational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with a customer service orientation.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with database systems.
- Attention to detail and a high level of accuracy in data management.
- Ability to work independently as well as part of a team, demonstrating initiative and reliability.

Desirable

- Experience of working in educational, circus or wider arts settings
- Previous experience of timetabling

Personal Qualities

Circomedia's values are: Ambitious, Collaborative, Creative

You will be someone whose own values align with these and who enjoys working in a creative setting and as part of a people-centred organisation.

Staff Benefits

- Flexible and hybrid working by arrangement.
- Company pension scheme.
- Free tickets to selected Circomedia shows and discounted classes and merchandise.
- Employee Assistance Programme and staff discounts scheme.
- Cycle to Work and childcare voucher schemes