



Job Description

Title: Association Co-ordinator

Department: Office

Reports to: Chief Executive Officer

Purpose of the Role

The role of the Association Co-ordinator is to provide co-ordination and administrative support to the CEO in delivering the aims of the Association of British Theatre Technicians (ABTT), its membership services and activities. This will include administrating memberships and renewals, playing a key role in new recruitment and growth of the membership, maintaining the membership database and Council records, drafting Council minutes, communicating with members and Council, co-ordinating notifications and events, organising the compilation of Association publications whether online or in print, and ensuring the smooth running of the Association's office.

Job Duties

- Administrative support - Undertake administrative tasks in support of the CEO and the Association's activities and services;
 - Membership Administration - update the membership database, process applications to join or upgrade for presentation to Council, collect subscriptions and issue membership cards, provide reports as requested and promote a recruitment drive to increase the membership.
 - Council Meeting Co-ordination and Administrative Support - Maintain an annual schedule of dates and records for the meetings of ABTT Council, its sub-group meetings, and Annual General Meeting (AGM); co-ordinate the required paperwork, including agendas prepared by the CEO and Chairperson. Draft Council, sub-group and AGM minutes for approval by the CEO and Chairperson, thereafter distribute to Council; record actions and follow up their progress.
 - Association Administration – Co-ordinate the compilation and ensure various parties complete the required paperwork to comply with official deadlines for Companies House Annual Returns, submissions of Annual Accounts, and Charities Commission reports.
- Membership Communications and Administration -
 - Plan and co-ordinate the input of the CEO and others to the members' e-newsletter, events notices, and the Association's Annual Report; compile the members and ISG pages of *Sightline* (ABTT quarterly magazine).
 - Assist the CEO in the preparation of the annual ABTT Theatre Show and other events, co-ordinate members' involvement and assist in hosting ABTT stands.
 - Maintain a calendar of membership events and co-ordinate training seminars with the training and safety consultants.

- Update the website, in liaison with IT contractors, and update social media.
 - Keep records of ABTT publications and training course material, administer sales of publications, record the distribution of Codes of Practice and publications, and maintain the archives.
 - Actively seek to build and increase the membership numbers of the ABTT under the guidance of the CEO
- Office co-ordination - Ensure smooth operation of the ABTT office;
 - Respond to letters and telephone enquiries professionally and swiftly,
 - Refer technical enquiries to the appropriate experts, record the referral and check its completion and maintain an updated list of experts.
 - Provide and maintain an efficient filing system.
 - Organise members' hot desk use of the office.
 - Help maintain the office as a clean and risk-free environment complying with all health and safety requirements.
 - Manage and collaborate with contractors.

Person Specifications

The role supports the CEO and ensures a high standard of service by the ABTT to its members and Council. As a member of a small team the Co-ordinator will be required to undertake many of the job tasks unsupervised and will often be the sole representative of the ABTT in the office, therefore the personal attributes considered necessary for the role include being;

- Well organised: - with a natural flair for administration and the effective co-ordination and prioritisation of tasks, providing suggestions for improvements to current systems where identified
- A good communicator: - externally in engagement with stakeholders and members; and internally, with the CEO to ensure tasks and timescales are clearly understood, and ensuring the CEO is kept well informed
- A self-starter who is comfortable taking the initiative when the situation requires it, such as dealing with any matters arising within the office when working unsupervised
- Aware of the role of membership trade bodies and therefore the necessity of not just good, but excellent customer service in that context
- Willing to develop a deeper understanding of the theatre and technical theatre industry
- IT proficient in email and Microsoft Word, with a strong aptitude for file and database organisation. Proficiency in any other programmes or functions would be advantageous, but not essential, such as Progress CRM (the ASI membership database), Microsoft Publisher or Adobe InDesign, Microsoft Excel, website content management systems and social media.
- A knowledge of architectural design for places of entertainment and/or theatrical production and/or technical theatre are desirable.

It is expected that the successful candidate will participate in the growth of the ABTT and as a result will have the opportunity to accept a line management role at some time in the future. With this in mind we seek an individual with this capability or who demonstrates the aptitude and enthusiasm to develop line management skills through training.