

 **Job Description**

**Title:** Association Administrator

**Department:** Management and Administration Team
**Reports to:** ABTT Events and Association Manager

**What is the ABTT?**

The Association of British Theatre Technicians (ABTT) is an independent membership charity which was created by a passionate group of technicians to raise technical standards and support safe practice in theatre and live performance. We support individuals, theatres and industry bodies by providing technical advice, consultations, industry training, health and safety standards and promoting vital resources and networking opportunities through events, seminars & exhibitions, including the annual ABTT Theatre Show and International Theatre Engineering and Architecture Conference which takes place every four years.

**Purpose of the Role**

The role of the Association Administrator is to provide co-ordination and administrative support to the Events and Association Manager. This will include being a first point of contact for our members, administrating memberships and renewals, attending and drafting minutes at Council Meetings, co-ordinating newsletters and events, and ensuring the smooth running of the Association.

**Place of work**

The ABTT operates without a dedicated office. The Association Administrator will work from home as their main place of work which must be healthy, safe, secure and private with a suitable internet connection. The Administrator’s hours of work will be between 10:00 and 18:00 from Monday to Friday. The Administrator will as part of their normal work attend meetings and events within Transport for London Zones 1, 2, 3 or 4. If the Administrator is required to attend locations outside these travel zones the cost of travel, accommodation and subsistence will be reimbursed.

**Job Duties**

General:

* Undertake administrative tasks in support of the ABTT Events and Association Manager and the Association’s activities and services;
* Respond to email and phone enquiries in a timely and professional way;
* Refer technical enquiries to the appropriate experts;
* Coordinate Council meetings, committee meetings and the Annual General Meeting (AGM), taking and distributing accurate minutes in a timely fashion and collating relevant documents;
* Coordinate and collate information for the Association’s Annual Report, meeting official deadlines for Companies House Annual returns;
* Keep records of ABTT publications, administer sales of publications, and maintain the archive;
* Be present as a face of the Association at relevant events and assist in the preparation and hosting of exhibition stands.

Membership Administration

* Update and maintain the membership database; assist in processing membership subscriptions, renewals and applications to join or upgrade to FULL membership;
* Be the main contact for general membership and training enquiries;
* Contribute to increasing the membership of the ABTT under the guidance of the Events and Association Manager;
* Create and send out renewal reminders to members using MailChimp; and keep MailChimp databases up to date and current.

Communications Administration

* Update and manage the ABTT Website content in line with the ABTT Mission and Vision;
* Upload suitable industry events and information to the ABTT Website in liaison with the Events and Association Manager;
* Respond to and upload Job adverts ad enquiries in a timely fashion and provide the Social Media Administrator with details of any specific roles which need to be promoted;
* Plan, co-ordinate and collate information and copy for the monthly members’ e-newsletters for the Association and Events Manager to review before distributing,
* Keep the Social Media Administrator abreast of new training, events, news and information which should be shared on social media platforms;
* Plan and co-ordinate the quarterly digital release of *Sightline* (ABTT’s magazine) for the Association and Events Manager to review before distributing;
* Compile Affiliate members’, Industry Supporters’ Group and training success details for submission to *Sightline*.

Training Administration:

* Keep ABTT training records up to date and coordinate training materials and application forms with the Training Coordinator in advance of each course running;
* Actively promote new ABTT courses to previous attendees and enquirers to help develop their training progression;
* Actively promote new ABTT courses via the ABTT Website, Newsletter and alert the Social Media Administrator so they can be shared on social media platforms;

Any other duties within the scope, spirit and purpose of the job as requested by their manager.

**Person Specifications**

This role supports the Association and Events Manager and ensures a high standard of service by the ABTT to its members and Council. As a member of a small team the Administrator will be required to undertake many of the job tasks unsupervised and will often be the sole representative of the ABTT, 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: - engaging with stakeholders and members; and internally, with the Association and Events Manager to ensure tasks and timescales are clearly understood, and ensuring your manager 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 via phone or email conversations when working unsupervised;
* An awareness of the role of membership trade bodies and the necessity of not just good, but excellent customer service in that context;
* Willing to develop a deeper understanding of the theatre industry and its technical aspects;
* Proficient in Outlook, Microsoft Word, Microsoft Excel and Adobe Creative Suite 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 current ASI membership database), Canva, MailChimp, Wordpress and social media.
* A knowledge of theatrical production and/or technical theatre is desirable.