



Administrator Job Pack

About Motionhouse

Incredible dance-circus: pushing movement to its limits since 1988

Based in Leamington Spa since 1988, we create and tour a wide range of inspiring and powerful dance-circus productions to theatres and festivals in the UK and across the globe. Our distinctive, highly physical style integrates elements of circus and acrobatics with breath-taking dance to surprise and delight our audiences, using powerful narrative and incredible digital imagery. Our accessible dance-circus style attracts large audiences, in a normal year, performing to 120,000+ people. Pioneers of outdoor dance, we take world-class dance-circus to audiences in a range of settings, from full-length touring theatre productions to outdoor work at festivals or in the street, in the heart of people's communities, reaching children, young people and families, free of charge, in some of our most deprived communities. We also offer a vibrant programme of education and training activities for all ages, including classes, post-show discussions, workshops in schools and a range of professional development opportunities.

Motionhouse was founded by Executive Director Louise Richards and Artistic Director Kevin Finnan MBE who still lead the company. With an ethos that dance is for everyone, our mission is to make world-class dance accessible to all. We believe that dance has the power to illuminate the human condition and to change lives, enriching our emotional world and making a positive impact on educational and cognitive development and on health and wellbeing.

We work collaboratively with an extensive network of partners in dance, the arts, digital industries, universities, colleges, schools, and the community, with many partnerships, particularly in our home region of the West Midlands. Our distinctive contribution to UK dance is recognised by our inclusion in Arts Council England's National Portfolio. We have an experienced [Board of Trustees](#) with strong governance expertise. We are a mature, resilient and creative organisation, a resourceful arts business and effective charity, with a track record in shaping how dance is defined and performed, in training the dancers of the future, offering life-changing participatory activities and inspiring teaching: enriching lives through the transformative power of dance regardless of age, ability, background or financial means.

Current context

You will be joining the company at a pivotal time as we rebuild after the impacts of Covid-19. Having had all bookings cancelled in 2020 and the first half of 2021 due to government restrictions, our goal and our challenge is now to rebuild the company as theatres and festivals begin to reopen. We are determined to 'Come back dancing' as illustrated in [this video](#). With bookings in place for our outdoor work this summer, and an extensive UK and European tour in place for our new theatre show Nobody, which will premiere in London in September 2021, this is an exciting time to join us and be part of the team that achieves our goal to rebuild. If you'd like to be part of this important moment for the company, please get in touch.

Where we are based

We have two exciting spaces at the heart of Leamington Spa in Warwickshire. We have recently moved into a new creation and rehearsal space in Leamington Town Hall. Our move is part of wider plans by Warwick District Council in their Creative Framework that puts creativity at the heart of the town's programme to offer residents an enriching place to live. We run our youth and community programme from our office and studio space in

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Spencer Yard, located at the heart of the new Creative Quarter currently under development. Leamington is a vibrant and diverse town, home to a wide range of people who work in businesses based locally – from Jaguar Land Rover and Aston Martin, to around 20 leaders in the video game industry, the National Grid, the University of Warwick, Bravissimo and many more. It offers a range of high street chains as well as thriving local shops, cafes and restaurants. It is well connected by train and road, with the M40 arriving directly and a link to the M1 and M6 not far. Coventry is a 15 minute drive or train journey, and there is an excellent and regular train service to Birmingham (30-45 mins) and London (1h15-1h30).

Watch our [showreel](#) of exciting work.

Examples of our dynamic and powerful outdoor and theatre productions.



Audiences enjoy *Captive* at B-FIT in the Street Festival, Bucharest, Romania. Image B-FIT



WILD attracts large crowds of shoppers in the Bullring, Birmingham. Image Simon Hadley.



Above left, *Charge* and here *WILD*, captured by Dan Tucker

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Administrator Job Description

The purpose of the Administrator role is to:

- Ensure the smooth running of Motionhouse's operations including premises, resources, insurances, vehicles, financial administration, general correspondence and day to day office management.
- Offer admin support as required by the Company's programme of activity.
- Support the senior leadership team and the Motionhouse Board.

The Administrator reports to the Executive Director.

Office and Activity Administration

1. To ensure the smooth running of the Company office.
2. To implement and manage effective office systems including but not limited to archiving, filing, postage, photocopying, office supplies and stationery.
3. To deal with and act upon incoming enquiries, mail and visitors, ensuring effective communication as appropriate.
4. To ensure the regular backup up of the Company's computer files and folders and to manage and be the first point of contact for the Company's IT support service.
5. To administrate office equipment contracts, to include telecoms, photocopier, stationery supplies.
6. To administrate registration and payment systems to ensure the smooth running of the community programme.
7. To coordinate the hire of the Dance Studio, including dealing with enquiries, scheduling and issuing contracts, and liaising with the Finance Director regarding invoicing and payments.
8. To make business travel arrangements and book accommodation where necessary for members of the company, office staff and for the Artistic and Executive Directors.
9. To support as required the administration needs of the Executive Director and Motionhouse Board.

Company Premises, Resources and Compliance

1. To maintain effective systems in order to review and renew all contracts and statutory checks.
2. To manage Company vehicles including booking servicing and repairs, tachograph records, MOTs and other safety and legal requirements.
3. To ensure the day-to-day smooth running of the various Company premises and liaise with landlords and other tenants as required.
4. Under the direction of the Finance Director, to ensure that the Company has all appropriate insurances in place.
5. To record, input and report the Company's environmental data, in line with the Environmental Action Plan, ensuring information is accurate and up to date.
6. To produce the Company's annual Health & Safety report and Fire Risk Assessment.
7. To ensure that Company members have current First Aid training as required.

Finance and Fundraising Administration

1. Working with the Finance Director, manage debtors and follow up outstanding debt.
2. Prepare and issue invoices, enter income and purchase transactions to finance systems.
3. Process Community Class income including updating payments records and reconciling with attendance records.

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4. Prepare cash and cheques for banking as required by the Finance Director.
5. Administer the use of petty cash, and assist the Finance Director with reconciliation.
6. Receive, assemble and dispatch merchandise orders.
7. Working with the Programme Assistant, receive payments and stock returns of merchandise sales after performances, and reconcile the monies received with the stock sold.
8. Reconcile income received via PayPal to online sales.
9. Ensure that records and files are kept/maintained as required by the Finance Director.
10. Assist the Finance Director as required to perform reconciliations, audit preparation, stock takes and other tasks.
11. Support the Development Director with administration relating to fundraising as required.

General

1. To maintain confidentiality in relation to personnel issues and always have regard to promoting and preserving the reputation of the Company and its employees.
2. To undertake any other reasonable duty as requested by the Executive Director or Finance Director to further enhance the effective administration of the Company.
3. Attend meetings and complete training courses as necessary.
4. Evening and weekend work may be required from time to time.
5. All staff are expected to promote and ensure the implementation of the equal opportunities policies of Motionhouse and to respect data protection laws.

Further information

Salary £21,000 to £23,000 per annum, paid on a monthly basis. There is a company pension scheme.

Working hours 37.5 hours per week, 09.00 to 17.30 Monday to Friday.

Holiday 25 days plus statutory holidays

Overtime We operate a time off in lieu system.

Probationary period Six months

Notice period 2 weeks within probation period. Three months thereafter.

Usual place of Employment

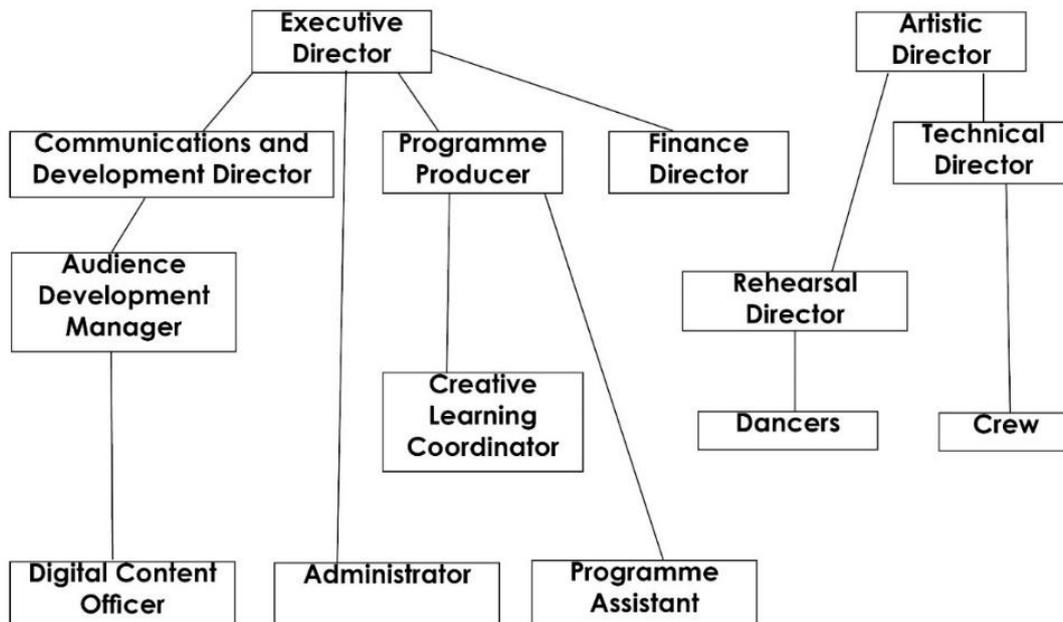
Motionhouse's office is based at Spencer Yard in Leamington Spa, which is a short walk from Leamington's train station and easily accessible to the motorway when travelling by car. More information on how to find Motionhouse is available here: <https://www.motionhouse.co.uk/contact/find-us/>

Motionhouse champions equality and is committed to creating a culture that respects and values diversity, inclusivity and equality. We welcome applicants from all sections of society and positively encourage applications from people who are underrepresented in our sector, including those from working class and ethnically diverse backgrounds or who experience racism, people who are neurodivergent, people with disabilities and people from the LGBTQ+ community.

Administrator – Person Specification

	Essential Criteria	Desirable Criteria
Experience/Knowledge	<p>Experience working in a busy team in any sector paid or unpaid, with experience of managing priorities.</p> <p>Proficient in Microsoft Office (Word, Excel, Outlook).</p>	<p>Experience in a similar role.</p>
Skills/Abilities	<p>Organised and able to deal with multiple priorities.</p> <p>High level of accuracy and attention to detail.</p> <p>The ability to problem-solve, multi-task.</p> <p>The ability to work both independently and in a team.</p> <p>The ability to work to deadlines.</p>	<p>Clean and current driving license.</p> <p>Experience of driving a minibus or similar vehicle.</p>
Personal Attributes	<p>A problem solver.</p> <p>A people person who enjoys interacting with others.</p> <p>Highly motivated and enthusiastic.</p> <p>A willingness to become part of a small, committed and enthusiastic team.</p> <p>Commitment to high standards.</p> <p>Ability to work with minimal supervision and to act on own initiative.</p> <p>Enjoys working in a team.</p>	

Motionhouse Staff Structure



Application Procedure

To apply please email your application to info@motionhouse.co.uk

You should send a covering letter or video/voice note of no longer than 5 minutes, setting out clearly how you meet the person specification for the post, detailing relevant experience and your ability to deliver the duties set out in the job description. Let us know why you would like to work for Motionhouse. Please also attach your CV and the application form, which is available [here](#).

In preparation for your application, and for more information about the company we recommend that you visit www.motionhouse.co.uk

Pre-application discussion: If you'd like to informal chat about the role or have any questions about the job description please email info@motionhouse.co.uk

Closing Date for Applications: Midnight on Wednesday 21st April

The interview process will be in two stages: First interviews will take place on Wednesday 5th May with recall interviews on Thursday 6th May. Please keep both days free.

We anticipate that interviews will take place in person with strict Covid protocols. Full details of our Covid procedures will be supplied when we contact shortlisted candidates to invite them for an interview. However, if your circumstances mean that you're unable to attend an in-person interview, you will be able to discuss options for a virtual interview at this point.



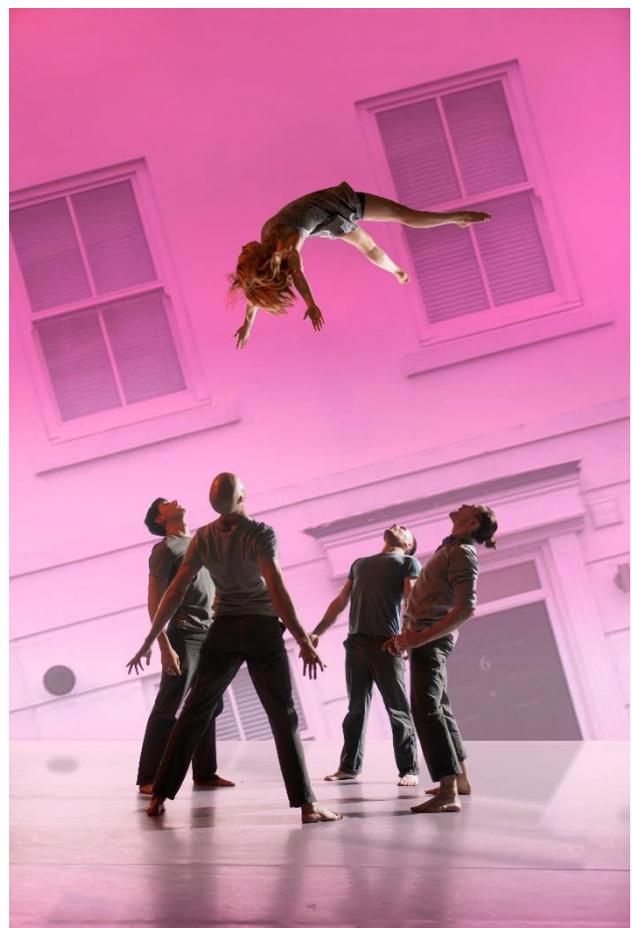
Our theatre productions Broken and Charge captured by Dan Tucker



Examples of our range of work with young people



Our collaboration with NoFit State Circus



Our new production Nobody, captured by Chris Nash

For more information on our work, videos, images and trailers, go to:

www.motionhouse.co.uk

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