

Vacancy Summary

Job title:	Admin Assistant
Salary:	£9,330 per annum pro rata (FTE £18,661 p.a.)
Location:	Ashcroft Arts Centre
Hours:	18.5 hours per week
Type of contract:	Permanent

We are seeking a highly organised and proactive administrator to support the successful day to day running of our world-class contemporary performing arts, participation and outreach programmes at the [Ashcroft Arts Centre](#) in Fareham.

Working closely with the General Manager and programme team, this role is at the heart of the operations of the centre. The successful candidate will be highly motivated, have excellent organisational and IT skills and take pride in maintaining efficient systems which enable us to deliver our programme effectively and provide the best possible service to our customers and stakeholders. You will thrive in a busy, diverse role within a small, friendly, dedicated team.

If you are looking for an opportunity to join a dynamic organisation and promote the world-class culture and heritage that Hampshire has to offer, please email a full CV together with a cover letter explaining why you would excel in this role to hr@hampshireculturaltrust.org.uk.

Closing date for applications: Sunday 29 November 2020
Interview date: w/c 7 December 2020

COVID-19

To help keep everyone safe, we've made some changes at our venues. We have introduced a number of measures in line with government guidelines to manage our visitor numbers and ensure we maintain social distancing to protect everyone on site. Where possible, we encourage our teams to work remotely and so you should be prepared to work from home if necessary.

To find out more about these changes please visit our [website](#).

About the venue

Ashcroft Arts Centre was opened by Dame Peggy Ashcroft in 1989, after being refurbished from its original use as a school. As well as our varied and exciting event programme packed with comedy, theatre and music of all genres, the Ashcroft offers a wide range of weekly, day time and evening classes suitable for all ages and abilities.



About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.

HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.