



Project Administrator
£24k per annum
37.5 hours per week
12-month contract (initial) / Starting 1/4/24
Line manager: Chief Officer

TAPE Community Music and Film is seeking a Project Administrator to support the team and help improve people's experience accessing the charity. They will work with the team to ensure the effective day to day running of the charity. In doing so, the Project Administrator will support the charity in delivering on the main aims of its 2030 Creative Inclusion Plan.

TAPE is committed to developing a diverse workforce that is representative of the wide range of values, differences, and identities of the people that the charity supports. We welcome applications from anyone who feels they can fulfil the job description. If you require any adjustments to make the recruitment process more accessible, please let us know:

info@tapemusicandfilm.co.uk / 01492 512109

About TAPE:

TAPE supports people to overcome barriers to creativity. The charity has been offering a broad range of creative opportunities for groups and individuals in inclusive, safe and supportive environments since 2008. Our team and facilities (in-house and outreach) support hands-on experiences and opportunities in filmmaking, audio production, music, photography, VR, design, creative writing, podcasting and much more.

The TAPE timetable includes weekly workshop sessions such as the Backstage Youth Club, TAPE Writers, Ghostbuskers and Animation Club, as well as events, cinema screenings, BFI Academy, bespoke projects, training, accreditation and much more.

Through our unique approach to creative inclusion, we have positioned ourselves as a leading organisation for access and inclusion in the creative industries. Our blend of person-led co-creation has enabled us to grow in influence and impact over the last ten years, including pioneering, globally recognised work with the BFI Film Academy and Final Draft, and 2 community created feature films, all delivered as supported opportunities here in North Wales.

We are looking to ensure that we bring everyone along on the journey with us as we move into our 16th year and begin work on our 3rd feature in line with our new Creative Inclusion Plan 2030 and we have identified communications and marketing as an area that we need to develop. We are therefore looking to recruit a Project Administrator, kindly funded through the CCBC Shared Prosperity, Levelling up Fund.

To find out more about TAPE: www.tapemusicandfilm.co.uk

Objectives of this role

- To be welcoming and friendly

- To support the smooth running of TAPE
- To carry out clerical tasks and projects
- To support people to effectively access TAPE projects and resources

Responsibilities

- Looking after the diary for projects and centre maintenance
- Answering and directing phone calls
- Responding to social media and email messages and forwarding to relevant members of the team.
- Answering the door as required.
- Taking venue and studio hire bookings.
- Booking in introduction sessions for people looking to attend sessions.
- Following up unpaid invoices (credit control)
- Supporting events and screenings as required
- Looking after Ticketing / Eventbrite for events
- Film licence bookings (training provided)
- Helping to keep TAPE's 'What's On' board up to date and sharing opportunities
- Minuting meetings and sharing minutes and actions
- Sourcing stationery and art supplies
- Helping maintain the sign in / register database
- Fundraising support as required (task based)

Skills and qualifications

- Experience of working in community settings
- Good organisational skills
- Knowledge and understanding of accessibility and inclusive practice (desirable)
- Good customer service and communication skills
- Able to work well on your own and as part of the team
- Effective time-management skills
- Welsh language (desirable)
- Good IT skills including Microsoft Office and Microsoft Teams

For more information contact Neil Dunsire: neil@tapemusicandfilm.co.uk / 01492 512109