



NEW VIC

Education Administrator
Information Pack
June 2025

Welcome

We are recruiting for an Education Administrator to join the busy New Vic Education team.

The successful candidate will have proven professional experience in administration and excellent organisational and IT skills. A knowledge of the Education and/or cultural sector would also be desirable.

The deadline for applications is **Monday 7 July 2025 at 10am.** Interviews will be held **week commencing 14 or 21 July 2025.**

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email at recruitment@newvictheatre.org.uk



General Education Department Information

The New Vic Theatre is a non-profit organisation. The theatre has an auditorium with an overall seating capacity of 605, a small Studio Theatre, a Café, bar and shop.

Alongside the main house programme, the theatre has an active Education department and Borderlines Outreach department reaching over 150,000 people a year, as well as Appetite, an Arts Council England Creative People & Places programme.

New Vic Education exists to provide high quality learning and participatory opportunities through theatre and drama. Our offer to young people and the wider programme allow us to make a difference across our whole community. We are committed to partnership working and have on-going relationships with other arts and education providers, such as the RSC and Keele University. As well as our extensive offer to younger people and schools, we also have a resident Elders' Theatre Company, Age and Stages.

The department's permanent core staff are the Head of Education, Education Practitioner and Department Deputy, Education Administrator, Youth Theatre Director and Education Practitioners. The team also employ chaperones to support their regular groups, as well as freelance practitioners and creative specialists that work on a project by project basis.



Education Administrator

Role Purpose

As part of the Administration Team at the New Vic Theatre, the Education Administrator will ensure the smooth operation and organisation of the New Vic Education Department and its projects, supporting the work of the Head of Education, Department Deputy, Youth Theatre Director and Education Practitioners.

Duties and Responsibilities

To administrate the Education Department including:

- Being the first point of contact for all internal and external enquiries.
- Managing, maintaining and where relevant developing effective systems.
- Timetabling and scheduling.
- Setting up, attending and minuting meetings as required.
- Collecting and disseminating information including data.

To manage all administrative aspects of Education projects including:

- To keep an overview of individual projects.
- To oversee registration and information for participants attending New Vic Education Department activities whether on site or elsewhere.

- To ensure project deadlines and milestones are reached by flagging to lead practitioners at department meetings.
- To schedule and manage school holiday activities, including relationships with HAF (Holiday Activities and Food Programme) budget holders.
- To arrange transport for groups as required for events and visits.
- To set up, attend and minute meetings as required.

To liaise with external partners, individuals and organisations:

- To be a point of contact for schools, colleges, families and external partners.
- To maintain and update schools contact details and partnership information.
- To liaise with libraries, children's centres as necessary.
- To liaise with Universities as necessary.
- To schedule and arrange meetings with external partners and New Vic colleagues.
- To assist with preparing contracts and partnership agreements with external organisations.
- To provide external partners with documentation including risk assessments and insurance information.

To manage the administrative aspects of department staffing:

- To plan and administrate recruitment processes.
- To assist with preparing contracts for freelance and casual staff.

- To liaise with Freelance Practitioners, Artists, Youth Theatre Assistants and Chaperones.
- To complete time sheets for freelance and casual staff.
- To set up inductions of new staff.
- To set up and lead inductions of freelance staff.
- To manage chaperones.
- To arrange cover for staff when needed.

To work in collaboration with other New Vic departments:

- To organise space and catering for New Vic Education activities and events.
- To attend weekly Operations meeting on behalf of the department.
- To liaise with Front of House Department to arrange staffing for New Vic Education public events.
- To liaise with the Marketing Department in providing information and images for publicity and marketing materials.
- To liaison with Production Departments, to schedule any New Vic Education performances.
- To liaise with Stage Management, Casting and Administration in recruiting and licensing young performers for main stage productions.
- To liaise with the Head of Production and Production departments during the development of any Education department productions.
- To liaise with Head of Casting to plan recruitment of professional actors.

- To set up, attend and minute meetings as required.

Compliance

- To be familiar with and support implementation of health and safety legislation and policy.
- To be familiar with and support implementation of Safeguarding legislation and policy.

Reporting

- To create and maintain a system to collect department participation figures on a day to day basis.
- To use the data collection system efficiently to contribute to quarterly reporting as required.
- To assist with feedback and evaluation of participants and groups.
- To use the Spektrix system to monitor bookings, create registers and provide statistical information.

Financial

- To ensure that all invoices are coded to the correct budget line and passed to Head of Education for approval and onto accounts.
- To complete for processing internal financial documentation, such as expenses, hospitality spending and credit card statements.
- To assist with creating and sharing budgets for projects and events.

- To co-manage budgets with lead practitioners for projects and events.
- To assist with fundraising applications when required.

Additional Duties:

- To assist with Front of House duties for Education events and performances.
- To assist with backstage tours when required.
- To assist with the running and hosting of Open House Café, the New Vic's weekly community café.
- To chaperone groups on a very occasional basis.
- To be a positive advocate for the New Vic in our community.

As a member of New Vic Staff, you will be required to:

- Attend training as required.
- Attend Company meetings.
- Comply and contribute to all company policies and procedures including Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Contribute towards making the New Vic a more sustainable organisation and improving environmental performance.
- Be an advocate of the theatre and act always in the best interest of the New Vic.
- Duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.

- Any other duties as may reasonably be required that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.

The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.



Education Administrator - Terms and Conditions

Contract

The post of Education Administrator is offered on a full time, permanent basis.

Salary

The salary for this role is £28,244 per annum. Wages are paid monthly in arrears by credit transfer.

Hours of Work

The normal hours of work are 40 per week Monday – Friday, with some occasional flexible working, evenings and Saturdays as required. This role is office based.

Any hours in addition to your normal hours are to be agreed in advance with your manager. Where the number of hours worked in any 4 week period exceeds the contractual hours then time off in lieu at single time will be given.

Holiday Entitlement

The annual holiday entitlement for this role is 20 days per annum, plus Bank Holidays. This will increase to 22 days plus Bank Holidays following three years continuous service and 25 days plus Bank Holidays following five years continuous service. The holiday year runs from 1 April to 31 March.

Probationary & notice period

The probationary period for this post is 6 months. The notice period during the probationary period is 4 weeks. Following successful completion of the probationary period, the notice period is 8 weeks.

General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK and references.

Person specification

These are the qualities we are looking for in our Education Administrator.

Essential Criteria

- Proven professional experience of administration.
- Excellent organisational skills.
- Highly competent in administering numerical data and use of excel spreadsheets.
- Excellent inter-personal and communication skills; both verbal and written.
- Excellent IT skills.
- Ability to work as part of a team both within the Education Department and across the theatre.
- Ability to manage multiple channels of communication, including digital platforms and in-person meetings.

Desirable Criteria

- A knowledge of the Education and or Cultural sector.
- Experience of supporting fundraising and sponsorship.
Demonstrable interest in theatre.

*'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.
The Guardian*

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



'action thrills aplenty, from start to finish'
The Observer on *The Three Musketeers* (2024/25)



'a dark and dynamic production, ravishing in both senses'
The Guardian on *The Company of Wolves* (2024)



'an entertainingly frightening ride'
The Stage on *The Haunting* (2024)



'exemplary staging outdoes the original'
The Observer on *One Man, Two Guvnors* (2024)



'the New Vic's usual level of inventive stagecraft magic... makes this an
entertaining, attention-grabbing visual treat' The Stage on
The Nutcracker: A Christmas Fairytale (2023/24)



'a sublime theatrical rabbit hole'
'Theresa Heskins matches the imagination of Lewis Carroll with a theatrical
inventiveness of her own' The Guardian on
Alice in Wonderland (2022/23)

Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification to recruitment@newvictheatre.org.uk using the subject line Education Administrator, or post them to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

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We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).





New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.