

bbodance Operations Manager – maternity cover 2017/18

Person specification:

Qualifications - essential

A degree or equivalent level experience in administration or arts management

Knowledge – essential

Experience of managing a small team

Highly computer literate in Microsoft Office with a willingness to learn bespoke systems

Confidence with new technologies

A working knowledge of using a CRM (we use Joomla/CiviCRM)

Experience of effectively managing financial processes

Knowledge – desirable

Knowledge and understanding of the Awarding Organisation and Education sector, preferably in dance or other performing arts

A working knowledge of SharePoint

A working knowledge of software used for submitting course materials for FE/HE courses

Experience of managing or working with Artists

Experience of Safeguarding practices

Organisation and Interpersonal Skills - essential

Excellent management and communication skills including high levels of literacy

A confident, flexible, mature and tactful manner

Practical, hands-on and an enthusiastic approach to getting things done

Ability to work on own initiative and as a member of a team, looking after own admin and day to day tasks

Ability to work under pressure, meet deadlines and manage multiple priorities

Excellent Time Management skills