



Elgiva for

Opportunity

**Business
Administrator
Apprenticeship
Recruitment Pack**



The
Elgiva
www.elgiva.com



Chesham
TOWN COUNCIL

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Business Administrator

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| <i>Job Title</i> | Business Administrator |
| <i>Duration</i> | 18 months plus a three month period for end point assessment |
| <i>Weekly Wage</i> | £159.10 |
| <i>Working Hours</i> | 37 hours per week (including study time) |
| <i>Period of Notice</i> | One month will apply to both employer and employee |
| <i>Annual Leave</i> | 28 days per year, plus statutory holidays |

What is The Elgiva?

The theatre is at the heart of the arts in the Chilterns and is proud to spotlight a wide range of shows, films, comedians, musicians, produce a professional family pantomime and showcase the very best of local talent.

It has a 300-seat auditorium (which can be used for everything from craft fairs to weddings), a multi use community space, an in-house bar and friendly café 'Elgiva for Everyone' runs through everything the theatre does- welcoming both performers and customers to experience one of the best and most varied venues around.

What is a Business Administrator?

Business Administrators support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.



Business Administrator

What is involved in the Business Administrator Apprenticeship?

We're looking for someone aged 18-24 who is looking for an apprenticeship in the creative industries. The ideal candidate will need to have an interest and be keen to explore a career in the performing arts. They will need to be interested in learning more about the functions that support the work The Elgiva creates and presents.

You will have the opportunity to explore the theatre's financial and HR functions as well be able to develop your marketing and customer service skills whilst working in both the box office and front of house areas. The role will also give you an insight into the programming of the theatre and event management in this role you would be making contact and corresponding with a variety of community organisations and touring companies

The apprentice will be employed by Chesham Town Council, while the apprenticeship learning will be delivered by the National College of Creative Industries: www.creativeindustries.ac.uk and Access Creative College: www.accesscreative.ac.uk

Key Details

- You will study for a Level 3 Business administrator Apprenticeship Standard.
- You will work in different areas of the Elgiva including finance, administration, front of house, marketing and event management.
- Part of the qualification will be achieved by creating a portfolio of evidence demonstrating how the relevant skills have been used in the workplace.
- 20% of your working time will be allocated to learning within the BA apprenticeship. This works out, on average, as one day per working week. However, the time required will be scheduled flexibly to fit in with the colleges and workplaces requirements.
- The working week is 37 hours. Throughout the apprenticeship you may be expected to work some evenings and weekends.
- You will be supported throughout the apprenticeship by a college industry practitioner, The Elgiva staff and the National Creative College.



Business Administrator

Purpose

To support the events and administration functions to gain a broad level of experience within these areas This is an Apprenticeship training role where the successful applicant is expected to remaining post for the duration of the contract and complete the qualifications connected to the apprenticeship programme.

Relationships

You will be responsible to the deputy Manager, whilst working with the Theatre Manager, other staff, customers hirers and touring companies.

Duties & Responsibilities

1. Provide general administration support to the event programme relating to the booking, contracting and organising of events.
2. Whilst working in the box office, deal with customers, both in person and on the telephone, and actively sell the theatre's tickets and activities providing the highest standard of customer service.
3. Undertake the cashing up, reconciliation and banking for the theatre as and when required.
4. Be responsible for the administration of the theatre's purchasing, invoicing and credit control processes.
5. Assist with the promotion and marketing of the events programme and facilities as required.
6. Be responsible for the theatre's stationery ordering and stock control systems. Assist with the stocktaking for the bars, ice creams, confectionery as required.
7. Maintain HR records including hours worked, absence, annual leave. Producing reports for senior managers as and when required.
8. Draft regular performance indicator and PRS reports for senior managers.
9. After training, produce reports for senior managers and the council committee using the theatre box office, events and finance packages.
10. Assist with the planning and delivery of 'in house' events and activities.
11. To be aware of the health and safety policies and procedures issued by Chesham Town Council and The Elgiva.
12. To be aware of and adhere to the Equal Opportunities policy.
13. Undertake training and assist with the training of new members of staff as required.
14. Such other duties as may be required commensurate with the role.



Business Administrator

Applying for this Apprenticeship

To apply for this apprentice role, you must meet the following areas.

- You must be aged 18 to 24 years old at time of application.
- You mustn't already hold a degree level qualification, or above Applications for this Apprenticeship will be managed by the National Apprenticeship Service (NAS).

To apply for this Apprenticeship please visit the National Apprentice Service using this link: <https://www.findapprenticeship.service.gov.uk/apprenticeship/-687217>

or search the National Apprentice Service using reference number: **VAC001793967**.

Please note that we cannot accept letters of interest or CVs sent directly to us.

Deadline for Applications

Deadline for applications:
Friday 14th January 2022

Interviews to be held on:
Friday 21st January 2022

For an informal chat about your application, please contact:
David Cooper on 01494 582 900.

Chesham Town Council is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

Thank you for your interest in this post!