

## **SFP**

### **Role Title:** Office Administrator

Sonia Friedman Productions is one of the West End's most prolific and significant theatre producers, responsible for some of the most successful theatre productions in London, Broadway and Australia over the past few years.

The successful candidate will be confident, organised, efficient, discreet, friendly and flexible. A high level of literacy and numeracy are essential, as well as a mature attitude to the many demands of this extremely busy office. A genuine interest in theatre, together with a knowledge of the industry and basic theatrical vocabulary is required.

### **Job Purpose:**

To provide administrative support for the SFP office and management staff.

The Office Administrator role is to:

- Ensure the smooth running of the office.
- Be the first point of contact for all enquiries, whether via telephone, email or in person, ensuring that all enquiries are passed on to the correct person or dealt with as appropriate.
- Deliver, collect and distribute external and internal post where necessary and ensure all items are posted appropriately.
- Organise meeting rooms and refreshments and update information on the meeting room calendars.
- Assist with SFP opening nights, as required by the production team.
- Prepare paperwork for members of staff and meetings, as required.
- Minute meetings as required and ensure that minutes are both accurate and distributed promptly.
- Reconcile petty cash returns, order petty floats and credit card reconciliations where appropriate.
- Ensure that office filing systems are kept up to date and organised.
- Ensure that databases are updated and organised.
- Deal with SFP's IT requirements and liaise with ATG's IT Department to ensure that IT issues are resolved swiftly. Similarly, ensure that all office technical demands are met when required.
- Monitor and order stationery, kitchen and other office supplies and manage suppliers.
- Assist with travel and accommodation requirements for productions, as required.
- Order cars, taxis and couriers, as well as making deliveries by hand, as required.
- Support the Personal Assistant to Sonia Friedman with care for Sonia's dogs.
- Deputise for the Assistants to Sonia Friedman and Production Assistants when required.

- General administration and research assistance, as required, and fulfilling any other task as reasonably delegated by your line manager or senior member of staff.
- Carry out such additional duties as are necessary to ensure the smooth and organised running of the SFP office, acting at all times in the best interests of SFP.
- Adhere to SFP's confidentiality policy at all times.
- Ensure all office physical and structural demands are met. This can include basic furniture and equipment maintenance and repair.
- Act as the point of contact for Building Management and liaise with all issues.
- Act as the point of contact for Risk Management and ensure the office has sufficient cover for Fire Marshalls and Health and Safety roles.

**Deadline for applications: 12<sup>th</sup> April 2019**

**Interviews will be scheduled in the week commencing: 15<sup>th</sup> April 2019**