



Fierce would like to meet... an Admin Assistant

Fierce is seeking an Admin Assistant to join the team at an exciting period of growth for the organisation. As well as preparing for our 25th anniversary festival, Fierce is part of a consortium tasked with delivering a showcase at the Edinburgh Festivals in 2021 commissioned by Arts Council England and is involved in the Birmingham 2022 Commonwealth Games cultural programme. We have an ongoing programme funded by the Jerwood Foundation, to commission new work for performance in 2022 and beyond, and we have other exciting projects in the works. You can find out more about the history of Fierce, our values, current team and board [here](#).

With so much going on, we are looking for an administrator to assist with the day-to-day running of the organisation, supporting the team and expand our capacity. It is important for us to find someone who is passionate about our work, however you don't need to have worked in the arts before and you don't need to have experience in all areas of the role - we want to hear from you if you are willing to work hard and are enthusiastic about learning new things.

Working Culture

We want all Fierce employees to feel comfortable and able to be themselves at work. Our working culture is built on Fierce's core values of Trust, Joy, Disruption and Rigour. As the Fierce team grows it is important to us that we maintain a caring working environment. Our working culture is fluid and all team members have agency to influence it. Read more about our working culture [here](#).

We are committed to being an inclusive workplace where all employees feel able to be their whole selves, free of (micro)aggression. Particularly, in this moment, we highlight our commitment to anti-racism and trans rights. We are available to talk to anyone who wants more information about this, particularly if it may make them feel more comfortable in applying to work at Fierce. You can read more about our work in this area and how we are holding ourselves accountable [here](#).

From our programme to our working culture, we aim to be as accessible and inclusive as possible. We are committed to making application processes as accessible as possible and are happy to provide information in alternative formats and answer any other questions you may have regarding this opportunity. We actively encourage and welcome access documents.

To arrange a phone call or video call to discuss Fierce's work around anti-racism, trans rights, or to confidentially discuss access requirements, or request information in alternative formats, please contact our General Manager Catherine Groom at catherine@wearefierce.org.

With this round of recruitment, we will implement the Rooney Rule meaning that we will offer interviews to all candidates who meet the basic eligibility criteria who are Black, from



the African Diaspora, from the South, East and South East Asian Diaspora, who are ethnically diverse and who experience racism. Therefore, our interview panels will be representative of a spectrum of protected characteristics.

Terms and Conditions

Salary: between £19,000 - £21,000 depending on experience, 3 days/week pro-rata.

Period of work: Fixed-term 12 month contract February 2021 – January 2022 (with the possibility of extending, pending additional funding)

Hours: This is a part-time post of 3 days per week, we are happy to discuss flexible arrangements for your working pattern so that you are able to combine fulfilling the requirements of this role with other commitments.

Holiday: 18 days per year (equivalent to 30 days if this was a full-time post), including 6 days during the 2-week winter break when the office is closed. Bank holidays are additional to this allowance.

Responsible to: General Manager

Location: The role will be based at the Fierce office, Albert House, 12-26 Albert Street, Birmingham B4 7UD. Under normal circumstances, there is flexibility to work from home but some attendance in the office will be required; in the short-term we expect all work to be done from home in light of the Covid-19 Pandemic.

About the Role

Organisational Admin

- Be the first point of contact for general email enquiries and post, responding and filtering as required.
- Responsible for room hires; take enquiries, send out booking forms and keep the rehearsal room diary up to date; ensuring office, kitchen and rehearsal room are kept tidy.
- Research and book travel for the Fierce team to attend festivals, events and meetings.
- Responsible for the Fierce diary including scheduling meetings for the Fierce team with external partners.
- Schedule and attend key meetings including quarterly Board meetings; responsible for minute taking.
- Assisting with financial admin including gathering bank and credit card statements, ensuring expense receipts are filed appropriately each quarter.
- Responsible for ordering stationery and office supplies.

Fundraising

- Support the team with fundraising including research and collating the necessary materials to submit applications.
- Assist with reporting to funders, collating statistics



Website and Marketing

- Responsible for keeping the Fierce website up to date with relevant content and information.
- Compile and send out regular newsletters.
- Plan, create and schedule Fierce’s social media communications and reciprocal marketing requests.
- Listing opportunities, jobs etc on a wide range of external sites.
- Distribution of marketing materials.
- Develop free-sheets for one off events.

Events

- Attend and support at events, arranging hospitality where appropriate.
- Co-ordinate and book travel and accommodation for visiting artists.
- Research costs and get quotes from relevant suppliers.
- Administer ticketing processes.

Any other tasks or duties as may reasonably be required by the Fierce team.

About You

Essential	Desirable
Interest in live art which could include (night)club culture, performance art, cabaret, socially engaged art, participatory projects, experimental theatre & dance.	Experience of using; Mailchimp, Wordpress, social media and related scheduling software.
Ability to communicate effectively and appropriately. Ability to follow direction.	Aspirations for a career in the arts.
Excellent organisation skills with the ability to prioritise and manage workload.	
Ability to develop strategies in order to work and problem-solve independently with enthusiasm and willingness to get 'stuck in' and take initiative.	
Ability to work collaboratively as part of a small team with a 'can do' attitude.	
Strong IT skills including experience of using Microsoft Office programmes.	
Commitment to inclusivity and anti-racism and trans rights.	

You do not need a degree to apply for this role.

How to apply: Please submit the following to catherine@wearefierce.org by midnight on Sunday 10th January:

- an up-to-date CV



- a covering letter of no longer than one side of A4 or video/voice note of no longer than three minutes, detailing your experience and suitability for the role
- the Equal Opportunities Monitoring Form

You must submit all three to be eligible for the role.

If you've never written a Covering Letter before or need a few tips, you can read our advice [here](#).

We will not penalise applications that are a few minutes late but please be respectful of other applicants by not submitting applications hours or even days later.

Interviews: Interviews will be held on Monday 18th January. We will let you know by the end of the day on Thursday 14th January if you have been invited to interview. We will let you know when we invite you to interview who will be on the panel and will send out copies of all interview questions in advance.