



### **Festival Administrator**

*Petworth Festival is looking to appoint a part-time administrator with strong financial skills to take responsibility for day-to-day accounting, management of the festival's box office systems, general administrative roles as agreed with the festival team, and the management of the festival's statutory compliances. Based in Petworth but with hybrid working by arrangement and salary according to experience. The role will average out at 3.5 days per week across the year but varying depending on seasonal workloads.*

*The Petworth Festival was established in the 1980s and is one of the leading annual arts events in West Sussex running both a summer performance and autumn literary festival. An exceptionally vibrant and ambitious event that has grown significantly in recent years, the festival is managed by a board of trustees with four full/part-time employees and a substantial group of volunteers.*

*Application deadline – **Friday 5 August 2022**: please send your details to [info@petworthfestival.org.uk](mailto:info@petworthfestival.org.uk)/[www.petworthfestival.org.uk](http://www.petworthfestival.org.uk)*

### Responsibilities

#### Accounting

- Preparing budgets – Summer and Literary Festivals
- Forecast Updates – 2 / 3 updates per year
- Bookkeeping via Accounting System – currently Sage.
- Banking – managing Nat West Bankline including payments, receipts and monthly reconciliations
- Processing and payment of supplier and artists invoices
- Reconciliation of merchant card receipts
- Raising and sending invoices including sponsors.
- Liaising with external accountants on Payroll and Pensions
- Annual Performing Rights Society (PRS) returns.
- Annual Gift Aid Claim
- End of Year Statutory Accounts preparation and liaison with external accountants.
- Preparation of Returns to Charity Commission and Companies House.
- Overview of VAT compliance.
- Box Office Reporting – Sales by event on a weekly basis.

#### Legal and Administration

- Ensuring compliance with legal requirements.
- Managing various contracts including Telephone, Website, Email Server.

- Managing Festival insurances policies.
- Office Management including management of telephone calls.

#### Box Office

- Set up and compiling inserts in liaison with Festival Manager and Marketing Manager
- Reacting to programme changes.
- Daily card sales reconciliation
- Running Box Office volunteer team.
- Reports and statistics.

#### Operational Support

- Booking venues and ongoing liaison with venues.
- Managing event licenses including TENS and liaising with production team on Premises licenses, Hot Works permits, catering permits etc.
- Liaison with other team members including Artistic Director, Festival Manager, Marketing Manager, Production Team and Volunteers.

#### Involvement in Management of Festival

- Interface with management team and board members.
- Attendance at management meetings.
- Attendance and support during festival periods.
- Saturday morning working during box office periods.
- Ongoing monitoring of rules and regulations which might affect the festival and ensuring compliance.
- Involvement in training of new staff members and volunteers
- Central point of contact for festival enquiries.
- Supporting Marketing Manager in management of Sponsorship and Patrons and Friends schemes.
- Supporting Festival Manager, Marketing Manager in management of Website, Database and IT systems.

July 2022