



Role: Administrator

Accountable To: Operations Manager

Location: Edinburgh & on location as required/agreed

Contract type: Fixed Term Contract for 12 months, 0.2 FTE

Salary: £26,000 - £28,000 pro rata (0.2 fte)

Who We Are

Civic Digits blends digital technology, gaming and live performance to create innovative and interactive experiences, to question what it means to be a digital citizen in the 21st century. We aim to be a feminist, anti-racist and intersectional organisation. We specialise in making live performance relevant and accessible to audiences native to online/digital storytelling but who are increasingly absent from traditional participation. We make technology to tell stories about technology.

Equality, diversity and inclusion is at the heart of everything Civic Digits aims to do. Our company mission is to create a digital future where we can all flourish. We are passionate that no one gets left behind in the digital world we now live in, either through digital poverty and/or a lack of role models in the professional digital world and digital culture.

Purpose of Role

This new role of Administrator will be central in providing the administrative foundation in the delivery of our current programme and central to the continuing success of Civic Digits as a small-scale, self-producing, digital theatre company. The focus of the postholder will be managing the day to day operations of Civic Digits, primarily daily financial details and general administrative support to the company manager.

The role is one day a week, which can be flexibly managed by the post-holder in consultation with the Company Manager and Artistic Director.

What are we looking for?

We are looking for an enthusiastic self-starter, who is passionate about the arts, but doesn't necessarily need to have experience working in the arts. Someone who can manage their priorities and timelines. Someone who wants to be part of an ambitious young company that is growing quickly and producing groundbreaking work for young people and adults in an exciting variety of settings.

Key responsibilities: Financial Admin, including invoicing and reconciliation, filing, managing the company inbox, managing company meetings, HR admin and general administrative support to Operations Manager and Artistic Director.



Essential

- At least 2 years of experience providing financial admin support in a small business, with the ability to input financial data to budgets confidently and accurately.
- Exemplary administration skills, with a keen eye for accurate detail and the ability to forward plan.
- Excellent communication skills.
- Computer literacy and knowledge of relevant software, particularly Microsoft Office.

Nice to have

- Experience of using xero or other accounting software.
- Experience of handling a range of contracts (e.g. employment, and service level agreements).
- Knowledge of the requirements, and passion, to champion equity, diversity and inclusivity.

How to apply

Applicants are asked to submit a statement of interest and CV. These can be submitted:

- in written form (no more than 2 sides of A4)
- via video or audio files (3 mins max)
- we welcome applications in BSL and/or alternative formats. Please get in touch to discuss your needs.

Applications should be submitted to contact@civildigits.com by 23:59 on 29th April 2024 (Mon). Interviews will be held w/c 6th May 2024.