

About Trafalgar Releasing

Trafalgar Releasing is an award-winning, market leader in global event distribution, working in partnership to unite audiences with entertainment and the arts.

Trafalgar releasing specializes in bringing events to the big screen around the world. Highlights include; *The King & I: From The London Palladium*, *Funny Girl The Musical*, *An American in Paris: The Musical*, *The Rocky Horror Show Live*, *The Music Center presents Joni 75: A Birthday Celebration*, *Coldplay: A Head Full of Dreams* (directed by Mat Whitecross), *Burn the Stage: the Movie*, *Muse: Drones World Tour*, *David Gilmour Live at Pompeii*, *Roger Waters The Wall* and *Rammstein: Paris*.

Trafalgar Releasing has long term relationships with some of the world's most renowned houses & companies; distributing high-profile seasonal arts productions to cinemas worldwide from the Royal Shakespeare Company, the Royal Opera House, the Bolshoi Ballet, Glyndebourne and The Metropolitan Opera.

Trafalgar Releasing is an integral part of Trafalgar Entertainment Group. Trafalgar Entertainment Group (TEG) is a live entertainment business that produces Theatre Productions in the West End nationally and internationally and owns and operates distinctive venues as well as creating, distributing and live-streaming innovative content. Its subsidiaries are: Trafalgar Studios Ltd, Trafalgar Theatre Productions, Trafalgar Releasing and Stagecoach Performing Arts.

A position has opened at Trafalgar Releasing for an Office Administrator with a focus on providing administrative support for the sales and operations departments alongside general office maintenance and support.

The successful candidate will be highly organised, have excellent communication and interpersonal skills, alongside a problem solving and hardworking attitude. A sociable, outgoing and confident personality and a demonstrable ability to take initiative is essential.

Job Role

Office Administrator

Location

Trafalgar London Office

Job Purpose

Providing administrative support and data input for the Sales and Operations departments of the company including supporting the smooth and efficient running of the Trafalgar Releasing office

Responsibilities

- Provide core administrative support to the sales team including data entry into the companies booking system
- Provide core support to the Operations Manager on data sorting and cinema database management
- Provide administrative support to all Trafalgar Releasing departments as and where required
- Organise meetings, in some cases including the preparation of the Agenda, taking minutes and the circulation of documentation prior and post meetings
- Maintain condition of the office along with supplies of stationery, cleaning equipment, consumables and arrange for necessary repairs
- Manage office contracts such as cleaners, utilities and insurance
- Arrange regular testing for electrical equipment and safety devices, along with reviewing and updating health and safety policies and ensure they are observed
- Meet and greet all guest arriving at the office and offer refreshments
- Support the recruitment process of new staff, including training and induction
- Where required provide support for the effective running of all Trafalgar Releasing events including guest list management both pre event and on event night
- Play an active role in promoting a positive and fun office culture including organising birthday celebrations, team lunches and staff incentive activities
- Any adhoc duties as and when required

Wage

£22k pa dependant on experience

Skills

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Degree
Skills	<ul style="list-style-type: none">• Exceptional attention to detail and fantastic organisation skills	<ul style="list-style-type: none">• Previous experience in office administrative role

	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Ability to multi-task• Strong IT skills and experience	<ul style="list-style-type: none">• Working knowledge of Excel functions• A knowledge of MACCS software
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- *This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is therefore subject to amendment.*

Please send covering letter and CV to Emily Cecil-Dennett; emily.c@trafalgar-releasing.com