



- Role:** Administrative and Project Assistant (Intern) Voluntary Placement
- Reporting to:** Company Project Manager / Administrator (Supervisor), on a daily basis
- Relating to:** Co-Artistic Director
- Responsible for:** Supporting Mandinga's administration and operation on a day to day basis. Assisting the Project Coordinator in the production of Mandinga's projects.

### **1. General Administration:**

Under the supervision of the Company Project Manager:

- Day-to-day office administration (filing, ordering and upkeep of stationery/ other supplies) and responding to general enquires via phone, post and email.
- To take part in the regular business and any other relevant meetings of Mandinga Arts.
- To assist in organising, servicing and minuting staff meetings.
- To assist in the compilation of research and statistics for funding bodies, the Board and for marketing purposes.
- Undertake other research projects as required.
- To help maintain the company database, filing system and archiving.
- Any other ad hoc duties requested by the company.

### **2. Project Administration:**

Under the supervision of the Company Project Manager:

- To assist in administrating, preparing and distributing project information to company members and to the wider public.
- To arrange travel and accommodation for the company as and when required.
- To assist the Project Coordinator with project logistics, booking equipment and personnel, assisting with preparations leading up to a carnival event / project.

### **3. Marketing:**

Under the supervision of the Company Project Manager:

- Assist in delivering marketing plans in order to promote the work of the company, as well as assisting in the production and distribution of publicity materials.
- Database management - manage, organise, and update Mandinga's contacts list, suppliers list.
- To assist in building press contacts and distributing press releases.
- To advocate for the company as and when required at performances, workshops, and other networking events.

### **4. General:**

- To assist by undertaking reasonable administrative tasks as agreed with the Company Project Manager, and support other members of staff where possible. This will involve

staffing the office during normal office hours and occasionally representing the company at events and meetings outside of these hours or outside the Mandinga office.

- To work within and have a commitment to developing Equal Opportunities in all areas of company practice.
- Adhere to stated policies and procedures relating to health and safety.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

#### **5. Person Specification:**

The appropriate candidate will possess:

- Strong organisational skills
- Strong communication skills, both oral and written.
- A good level of computer literacy, specifically knowledge of Microsoft Office, Word and Excel. Knowledge of Access would be a bonus
- The willingness to work independently and as part of a team
- Experience of working in an office environment
- A flexibility and willingness to learn
- A willingness to work (occasionally) outside the normal working hours and participate in Mandinga Arts events
- An interest in Carnival Arts and public arts events

They will be keen to learn within the environment of a small office supporting a company with big ideas and extraordinary imagination

Desirables:

- Full UK driving licence
- Experience of working on arts based projects