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| Hires and PromotionsOfficer**SALARY GRADE: HBC 5** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| To implement and manage a complete comprehensive range of financial and administrative services to support the smooth and efficient running of the Brindley Theatre and associated work.More specific responsibilities include:* Set up and maintain efficient administrative systems for all the day to day financial control systems and ordering procedures of the Brindley Theatre, in accordance with the councils Financial Regulations.
* To be the lead user of the Artifax IT theatre booking system used at the Brindley and to keep the system updated as required and assist others in its operation.
* To assist the box office team and Marketing Manager with the operation and use of the SRO4 computer ticketing booking system used at the venue.
* To act as the lead contact for all Brindley Theatre Hire enquiries programming efficiently with the Production Team and to be responsible for raising and monitoring accounts and payment for all hires.
* To act as the lead contact for all promotion enquiries at the Brindley Theatre. To negotiate with promoters and companies the most lucrative financial income generation package for the Brindley Theatre who wish to perform at the venue.
* To act as the lead contact for all corporate and school booking enquiries for the theatre and studio in collaboration with the Box Office Team Leader.
* To be responsible for the accurate calculating and compiling of promotions final settlement figures incorporating VAT and performing rights society payments.
* Ensure that all finance and administration arrangements with companies, promoters and artists are dealt with efficiently and in accordance with the agreed contracts.
* Provide monthly, quarterly and annual financial and user information and reports for the Brindley, Arts and Events Manager.
* Maintain and update electronic records on the share point filing system.
* Organise all the necessary stationery and administration supplies for the building to ensure the smooth running of the building’s administrative requirements
* Manage the financial audit procedures and reviews in conjunction with the Brindley, Arts and Events Manager.
* Undertake recorded financial checks on the Box Office, Bar and Café floats.
* Provide training and support for other members of staff on financial and administration matters in order to comply with regulations.
* To undertake the role of Duty Officer at the Brindley Theatre as required.
* Work as part of a team, assisting other members of Brindley staff and communicating effectively in order to commit to a high level of customer and user service.
* Liaise with other officers, managers, and elected members at all levels to ensure the efficient operation of the Brindley Theatre.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About YouThe post holder will be required to work a 37-hour week on a rota basis, covering shifts from Monday to Sunday, including mornings, afternoons, and evenings, with a minimum commitment of two weekend days in every four weeks. They will be responsible for managing and recording all hours worked and annual leave using the Zeus clock system. A valid and maintained first aid qualification is essential. Additionally, the post holder may be required to undertake other duties and responsibilities appropriate to the grade of the role.  |
| In addition you will have:* Minimum of 3 A Levels grade A-C or equivalent. This equivalent may be other qualifications which equate

to A Level* Relevant experience of an administrative nature in an office environment, dealing with members of the public, employees, managers, promoters, and agents.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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