

# Live to your Living Room Admin Manager

## Job Description

**Job title:** **Admin Manager**

Overseeing, managing, and providing administrative support for Cat McGill in her role as Creative Director of Live to your Living Room

**Contract:** **Freelance**

Initially a one year contract which will renew subject to funding. Start date 1st July.

**Fee:** **£30 per hour, approx 15 hours per week**

Can be invoiced weekly/monthly; this role is funded from Access to Work so timesheets are required for invoicing

**Location:** **Remote**

**Relationships:**

Reporting directly to Cat McGill, Creative Director  
Role includes management of other freelancers / contractors  
Other key relationships: Technical Director, Bookings Manager, Creative Director PA, Artists and Artist Agents

## Role Summary

This role provides administrative support to Cat McGill in her role of Creative Director at Live to your Living Room, and is funded by Cat's Access to Work grant.

**Live to your Living Room** is advancing equity of access in the arts, through our programme of world-class, professionally run online shows. We throw the virtual doors open wider, enabling a huge and previously excluded community of fans and artists to benefit from the intimacy, connection and atmosphere of a shared live experience, and the improved wellbeing that engagement with the arts brings.

Working closely with Cat, the successful candidate will be responsible for managing a small team of freelancers and contractors, overseeing the administration of the programme of events and artist liaison, and other general duties as required.

## Main Responsibilities

### People Management

- Support with management of the 'Admin Hub' - administrative tasks relating to the marketing and promotion of events which are carried out by a team of freelancers.
- Support with management of event crew, including rotas
- Support with management of contractors
- Organise team meetings, sending an agenda, and taking notes
- Oversee induction for new freelancers and ensure training is regularly renewed
- Ensure training records are being kept up to date

### Programme of Events & Artist Liaison

- Provide and maintain an effective administrative framework for the programme of events. Assign tasks in the Admin Hub and provide support as necessary, tracking completion and ensuring deadlines are met
- Monitoring inbox and social media messages and comments
- Checking and sending weekly and monthly newsletters (NB newsletter content is created by a freelance copywriter)
- Gig advancing and artist liaison
- Booking and monitoring equipment deliveries
- Creation of gig groups in the Live to your Living Room WhatsApp Community
- Ticket breakdowns
- Track invoices for payment

### Other Duties

- Maintain a current database of Live to your Living Room equipment; keep up to date records of where this equipment is, who is using it, when it was last PAT tested, and ensuring that Live to your Living Room has sufficient insurance
- Support with managing funded projects as needed, including reporting and requesting payments
- Conduct an annual policy review
- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Creative Director
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder