

Senior Administrator required to support the work of the Friends of the University of Bristol Theatre Collection

The Friends of the University of Bristol Theatre Collection wish to appoint an experienced freelance arts administrator/project manager, preferably Bristol based, who will support members of the Friends' Advisory Group as they undertake a review of the Friend's current operations and activities. A maximum of 300 hours may be required – approximately equivalent to 40 days work - until June/July 2026. The fee, claimed by invoice, is £25 an hour. The review is taking place between Spring 2025 and Autumn 2026, with most of the administrative support required during the project's first six months in the run up to the Friends' Annual General Meeting in June 2025. There may also be a concentration of work leading up to the planned re-launch of the Friends in June 2026.

Background

In 2026 The University of Bristol Theatre Collection will celebrate its 75th anniversary and the Friends of the University of Bristol Theatre Collection their 50th. To mark these anniversaries, the Friends of the Theatre Collection, a registered charity which exists to support and promote the work of the Theatre Collection, is currently undertaking a review of its activities, with a view to encouraging new members and opportunities that can continue to support the work of the Theatre Collection for the next 50 years.

First established to support the research and teaching activities of the Drama Department at the University of Bristol, the Theatre Collection has grown to become an Accredited Museum and Archive Service that in 2020 was awarded 'Designated Status' from Arts Council England in recognition of its outstanding collections. Covering approximately 6km of shelving, it cares for over 500 individual collections and archives that reflect the breadth of histories of theatre and live art in the UK. It is, along with the national Theatre and Performance Collections held at the V&A, one of the largest collections dedicated to the history of British theatre and live art in the world. The Theatre Collection's mission is to work collaboratively to realise the potential of its collections to deliver research, educational, creative, and social outcomes for diverse communities locally, nationally, globally, and the Friends of the Theatre Collection actively support this mission.

The role

Working collaboratively with the Friends' Advisory Group, you will be responsible for providing administrative support/project management and taking forward actions. This may include dealing effectively with requests for assistance from the Group members; researching and collating information and data; planning meetings and logistics; writing and producing reports and documents; and providing support to the Advisory Group members with PR and online communications.

Work will usually be undertaken remotely but on occasion you may be required at the Theatre Collection offices at 21 Park Row, Bristol BS1 5LT

Desirable Skills and Experience

- Providing project management and high-level administrative support within an arts or heritage, publicly funded or not-for-profit, cultural or volunteer organisation
- Developing networks and successfully working with a range of individuals, organisations, demands and tight timescales
- Providing support with managing communications and producing information as required for reports and other documents
- Working closely and collaboratively with colleagues to enable the delivery of high-quality outputs
- Working knowledge of marketing and profile raising, including preparing content for websites and social media
- Self-motivated, with the ability to take own initiative and ownership of tasks, taking a curious and pro-active approach
- An eye for detail, and the ability to meet deadlines

Further Information

Interested applicants should apply with a maximum two page CV (including the names and contact details of two referees who you have worked with professionally) and a covering letter to theatrecollection-friends@bristol.ac.uk by noon on the 3rd March 2025.

Interviews will be held on Friday 14th March. Successful applicants will be invited to interview by email. Referees will not be contacted until after the interview. (A tour of the Theatre Collection can be arranged for candidates either before, or on the day of the interview.)

<https://www.bristol.ac.uk/theatre-collection/>

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