**Office Manager - Job Description**

**Lancaster Litfest**

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| **Role Title:** | **Office Manager** |
| **Commitment:** | 7 hours per week (preferably worked across 2 days)£10.16 per hour The post holder can work remotely but does need to be based in the Lancaster area as there is  a requirement to visit the office at least once a week . |
| **Purpose** | **We are looking for a part-time Office Manager to work with us as we expand our events programme from an annual festival, to become a year-round arts organisation. The Office Manager would also be responsible for managing our online bookshop.** |
| **Typical tasks include:** | **Bookkeeping:*** **To make and log supplier invoices on quickbooks**
* **To raise sales invoices as required**
* **Send and process book sales through e-commerce on the Litfest website (Wordpress based)**
* **Communicate returns and credit from suppliers**

**General admin duties to include:*** **Manage and maintain stock for the Litfest online bookshop**
* **Giving out relevant information to potential artists regarding Litfest**
* **Keeping an up-to-date log of book stock, artist agreements, and office stock.**
* **Ensuring the board have agendas and relevant papers for each board meeting which will be agreed with the chair prior to the meeting**
* **Take minutes in meetings and distribute with the board**
* **Coordinate book collections, orders, and returns**
* **Assist in advertising events , including programme distribution.**
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| **Skills, Abilities and Knowledge** | * **IT skills and knowledge of IT packages and how they can be utilised**
* **Excellent administration and skills**
* **Good communication skills**
* **Basic bookkeeping skills**
* **Ability to be self-motivated and set own priorities as well as manage the expectations of the board.**
* **Ability to work unsupervised**
* **Well organised and good at problem solving**
* **An interest in the arts**
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| **What are we looking for?** | **We are looking for a flexible member of staff who can take responsibility to provide support for Litfest without direct day to day management.** |
| **What’s in it for you?** | **Through the varied role the opportunity to support and promote Litfest , which is an organisation that has proudly supported writers and illustrators to develop their art for over 40 years.  If you are passionate about Literature and the impact it can have, then this role would be a great way to actively support this art form .** |
| **For more information, contact:** | marketing@litfest.org |
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