



Administrative Assistant

Reference code: VO14835

We are looking for a volunteer to help with administrative tasks at our lovely circus centre. The main tasks involved in the role are: replying to and distributing emails managing online bookings, using our online booking system TeamUp (no worries if you have no experience with TeamUp -you will be introduced to everything that is new for you!) creating written content for social media advertising updating excel spreadsheets

About Aerial Art House / CirqArt CIC

Aerial Art House is Circus Arts and Fitness Center running activities such as circus classes, workshops and clubs for benefit of local community. We are aiming to tackle mental health and physical well-being issues by providing opportunities to take part in Circus, Art and Fitness classes and workshops.

Experience Required

Basic knowledge of MS office and office equipment good written communication skills ability to work as part of a team as well as on own initiative

Training Details

You will be introduced to the venue and all activities we run there. We will then explain how we manage our administrative work and gradually introduce you to all tasks. You will get training on using online booking and advertising tools such as TeamUp and MailChimp.

Flexibility & Commitment

Flexible

5 hours per week for 3 months

Location/Travel Details

The opportunity will take place at Aerial Art House, however some work can be done from home if preferred. Aerial Art House is circus/ arts venue at 40 Restalrig Drive. Various bus links available : buses number 19 &34 to Marionville Drive, 21 to Restalrig Drive, or 26, 44, 4, 5, 124, 113 to Meadowbank House (this stop is about 10 minutes walk from the centre)

Expenses

No expenses

Accessibility Details

- Wheelchair Access/Disabled Access Toilet

Work Type

Minimum Age

Contact Details

Tel: 07759 653023

<https://www.aerialarthouse.com/>

Email: hanihat.hc@gmail.com

Available Times

	mon	tue	wed	thu	fri	sat	sun
am	●	●	●	●	●	●	●
pm	●	●	●	●	●	●	●
eve	●	●	●	●	●	●	●