

## Job Description

### Operations and Administration Officer

#### Creative Arts Administration Development Scheme Internship

**Department/School:** Performance Venues, Estates and Facilities Management

**Contract type:** Fixed term, Casual, Paid Internship

**Advertising length (weeks):** 3 weeks

### Overview

Operations and Administration Officer will support the day-to-day planning of events, and other projects. This role primarily supports our curated programmes output.

### Main duties and responsibilities

- Support the administration of our curated programme projects, including evening concerts and events featuring professional artists, outreach and participation work with young people in the city, and Forged in Sheffield student ensembles and Lunchtime and Rush Hour concerts
- Support the running, development, and promotion of student ensembles
- Support the ensembles in running rehearsals, music purchase, fee collection and other administration
- Support the Music Programme Producer in maintaining safe working practice for rehearsals and performances in line with the series' health and safety processes
- Support the Music Programme Producer in processing and filing health and safety documentation relating to the programme
- Oversee the Forged in Sheffield student membership and ensemble schemes
- Produce and maintain event management databases ensuring all information is accurate and update work progress regularly. You will be trained in use of Artifax, our event management software.
- Collate, edit and print information for printed event programmes
- Act as Duty Manager at Lunchtime, Rush Hour and ensemble concerts
- Respond to customer enquiries via email, telephone and in person
- Support promotional activity including flyer distribution
- Organise the booking of portering, transport and AV hire
- Support Performance Venues in making operational improvements towards sustainability goals
- Any other duties delegated by your line manager in support of the continuing operation of the curated programme or wider Performance Venues activity

## Person Specification

Our diverse community of staff and students recognises the unique abilities, backgrounds, and beliefs of all. We foster a culture where everyone feels they belong and is respected. Even if your past experience doesn't match perfectly with this role's criteria, your contribution is valuable, and we encourage you to apply. Please ensure that you reference the application criteria in the application statement when you apply.

### Essential criteria

- Demonstrable passion towards music performance, outreach, the arts
- Proven communication skills, both written and verbal, to deal effectively with artists, staff, external partners and customers
- Ability to manage workload balance between jobs and university study
- Professional attitude, punctuality and commitment to your work
- Good proofreading skills and attention to detail
- Excellent interpersonal skills, with the ability to communicate and build relationships with people at all levels, engaging with public audiences and key contacts
- Excellent organisational skills with a flexible, can-do attitude and approach to work
- Ability to work effectively both independently and as part of a team
- Ability to follow health and safety processes, and willingness to work safely in a public facing environment
- Enthusiasm for safe working practices, and ability to adapt to new objectives quickly and professionally
- These roles are open to current students, or graduates in the last year. You must have been a student of either the Faculty of Arts and Humanities or Social Sciences at the University of Sheffield.

### Desirable criteria

- Experience in managing or working at events
- Experience with Google Sheets, Docs

[All above criteria assessed in interview and application]

## Further Information

**Grade:** 3.3

**Salary:** £13.53 an hour plus holiday pay

**Work arrangement:** Term-time, Part time, Casual - around 14 hours a week.

**Duration:** 29/09/26 - 15/05/27

**Line manager:** Music Programme Producer

**Direct reports:** Music Programme Producer

**Our website:** <https://performancevenues.group.shef.ac.uk/>

For informal enquiries about this job contact

Nick Potter, Music Programme Producer: on [n.potter@sheffield.ac.uk](mailto:n.potter@sheffield.ac.uk) or on **07864603487**

### Next steps in the recruitment process

It is anticipated that the selection process will take place in the weeks of 8th and 23rd June 2026. This will consist of an interview. We plan to let candidates know if they have progressed to the selection stage by Friday 22nd May 2026. If you need any support, equipment or adjustments to enable you to participate in any element of the recruitment process you can contact Nick Potter on the details above.

### Our vision and strategic plan

We are the University of Sheffield. This is our vision: [sheffield.ac.uk/vision](https://sheffield.ac.uk/vision) (opens in new window).

We are a Disability Confident Employer. If you have a disability and meet the essential criteria for this job you will be invited to take part in the next stage of the selection process.

### Job Advert

<b>Job Reference Number:</b>	<b>CAADS2025CPO</b>
<b>Working Pattern:</b> (applicable if fractional, specify days if a business requirement)	Approximately 14 hours a week during term time, for 12 weeks a term. Hours are flexible, but there is a regular requirement for Thursday afternoons.
<b>Closing Date:</b>	<b>15 May 2026 - 11.59pm</b>  Should no appropriate candidates be found, we will recruit for this position in October 2026

Are you a student or recent graduate who is keen to get essential experience in the creative industries? We are looking for a new post-holder on our yearly paid internship scheme, in the role of Curated Programmes Officer. In this position you will support the operations and logistics of the curated programme, particularly the University of Sheffield Concerts series.

You will be an organised person who is interested in planning, managing projects, and communicating with a range of partners. We are excited to provide a role to develop skills in events logistics and management, particularly as training and development opportunities in this area are difficult to find for those in the early stages of a career in the creative industries.

The Creative Arts Administration Development Scheme (CAADS) fosters paid opportunities for student development of performing arts management and arts administration skills in a demanding, outward facing professional context.



These roles are open to current students, or graduates in the last year. You must have been a student of either the Faculty of Arts and Humanities or Social Sciences at the University of Sheffield. These roles are now also available to those who are a committee member for performance based student societies, or active members of the society who can be vouched for by a member of the committee.

Interns work as part of a highly skilled team, developing skills in a number of core performing arts management functional areas (marketing, operations, and artistic direction) across a range of projects and outputs. The scheme is a great way to build valuable CV points, and a number of former participants have entered employment in arts organisations throughout the UK.

What previous participants have said about CAADS

*“As Concerts Intern I learnt a great deal about what goes into the running of a successful concerts series. It was an invaluable experience that I enjoyed enormously and it ignited a passion within me to make music management my career.”*

*“During my time as an Intern I have been able to gain an insight into the organisation behind a successful concert series and work with and alongside music professionals. I have been given the opportunity to develop skills in tasks I previously had little experience with and this has increased my confidence a great deal. The internship has been a great platform on which I hope to build professional experience in the future.”*

## About Performance Venues

Performance Venues is the home of three events spaces at The University of Sheffield. Here, we curate a wide programme of live music and performance events to entertain as well as educate. Our events are presented in three iconic venues on the University campus - the Octagon, Firth Hall and the Drama Studio. Over the last year alone we have welcomed over 45,000 people through our doors.

The University of Sheffield is a remarkable place to work. Our people are at the heart of everything we do. Their diverse backgrounds, abilities and beliefs make Sheffield a world-class university.

We are committed to exploring flexible working opportunities which benefit the individual and University.

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

