



Arts Administrator

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Job Title	Arts Administrator
Responsible to	Administration Manager
Location	CAPA College, Mulberry Way, Wakefield, WF1 2QN
Grade	Grade 5, SCP 7-11 (FTE £26,403-£28,142)
Contract	Full Time (37 hours per week), CAPA College Term Time + 10 Days
Working Pattern	Monday-Wednesday 12.30pm-8.30pm; Saturday 2.00pm-6.30pm; Sunday 8.30am-5.00pm. Some flexibility will be required according to College events and operational needs.
Start Date	October 2026 (or as soon as possible after this date)
Closing Date	Sunday 13 th September 2026
Interview Date	Week Commencing 21 st September 2026

Overall Purpose of the Post

The Arts Administrator will provide professional, efficient and welcoming administration for CAPA College's extensive artistic, creative and public-facing activity beyond the core curriculum. The role supports the wide range of work that takes place across evenings, weekends and holidays, as well as performances, external events, outreach, youth arts, space hire, marketing and recruitment activity, fundraising, box office, trips, masterclasses and special projects.

The postholder will help ensure this extensive programme is exceptionally well organised, professionally administered and welcoming to everyone who engages with CAPA College. They will be a key point of contact - and a highly visible face of the College - for children and young people, parents/carers, audiences, schools, hirers, visitors, artists, partners and other external stakeholders.

Working across a broad portfolio, the Arts Administrator will provide the practical administration and coordination that enables CAPA College's artistic and external-facing work to run smoothly. CHARGE Youth Arts will be an important part of the role, alongside performances and events, outreach and partnerships, exhibitions and recruitment activity, space hire, box office, fundraising and development, College trips, masterclasses and enrichment.

As an integral member of the Administration Team, the postholder will work closely with artistic, marketing, facilities, technical, finance and leadership colleagues, often providing the administrative link between teams and activities.

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



About Us

CAPA College (Creative and Performing Arts College) is one of the most exciting and innovative education providers in the North of England. Every year, students from across Yorkshire and beyond come to our corner of Wakefield to pursue their ambitions in the creative industries.

CAPA College provides students with intensive, full-time practical training alongside the rigour of academic Arts study. Over two years, students aged 16-19 develop exceptional creative, academic and transferable skills, extensive performance and production experience, and the confidence to progress to leading universities, conservatoires, apprenticeships and professional creative careers.

Students are enrolled on five distinct pathways: Musical Theatre: Performing Arts; Dance: Contemporary and Commercial; Drama: Stage and Screen; Film and TV Making; and Production Arts: Technical and Creative Theatre.

Since opening as Wakefield's first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has established itself as one of the leading Arts education providers in the North of England.

- Ofsted 'Exceptional' in all areas (April 2026).
- 100% pass rate across A Level, UAL Extended Diploma and UAL EPQ in 2026.
- 90% of students achieved Distinction in the UAL Extended Diploma in 2026, compared with 29% nationally.
- 100% of students progressed to first-choice destinations, including leading drama schools, conservatoires, universities, apprenticeships and professional work.
- Recent destinations include RADA, Rambert School, ArtsEd, Royal Central, LAMDA and Laine, alongside professional work in theatre, cruise ships, television and film.
- Awards and recognition from organisations including the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK and the Sixth Form Colleges Association.
- Highly oversubscribed, with applications significantly exceeding the number of available places.
- The only non-fee-paying specialist Creative and Performing Arts College of its kind in Yorkshire and the North East.

This is an exciting opportunity to join our award-winning team as CAPA College enters its next chapter and approaches its 20th anniversary in 2027.

If you are an exceptional administrator who loves the arts, enjoys working with people and thrives when there are lots of moving parts to organise, we would love to hear from you.

Vacancy Advert

Are you an exceptional administrator who loves the arts, enjoys working with people and thrives when there are lots of moving parts to organise?

CAPA College is looking for a highly organised, warm and proactive Arts Administrator to become the administrative hub - and one of the public faces - of the extensive programme of artistic, creative and external-facing activity that takes place beyond our core curriculum, across evenings, weekends, holidays and external events.

This is an unusually varied role. You could be coordinating the administration for a performance or external event, welcoming families to CHARGE Youth Arts, organising the logistics for an outreach workshop in a school, supporting an exhibition, managing a space-hire booking or box office, helping with a funding application, or making sure the practical details for a masterclass or College trip are firmly in place.

You will work across our artistic, outreach, youth arts, marketing, fundraising, events and commercial activity, helping to make sure that the experience behind the scenes is every bit as professional, organised and welcoming as the creative work itself. CHARGE - our evening, weekend and holiday provision for children and young people up to 16 - will be an important part of the role, alongside the College's wider programme of public-facing and external activity.

We are looking for someone who combines excellent administration and digital skills with first-class customer service. You will need to be calm, accurate and resourceful; able to communicate confidently with children, parents, schools, artists, audiences, hirers and colleagues; and genuinely excited by working in a busy creative environment.

If you want an administrative role where no two days are quite the same - and where your organisation helps young people, artists and audiences have brilliant creative experiences - we would love to hear from you.

Job Role Details

CHARGE Youth Arts

- Provide comprehensive administration for CHARGE Youth Arts - CAPA College's evening, weekend and holiday creative and performing arts training for children and young people up to the age of 16.
- Manage enrolment and participant information, ensuring records, consent information and contact details are accurate and up to date.
- Maintain class registers and attendance records, follow agreed procedures for absences and communicate with parents/carers and colleagues as required.
- Respond promptly and warmly to enquiries from prospective and current families by telephone, email and face to face.
- Administer bookings, fees and payments, liaising with Finance colleagues and maintaining accurate records.
- Coordinate CHARGE merchandise orders, stock, sales and distribution.
- Act as the welcoming face of CHARGE at reception during evening, weekend and holiday provision.
- Manage safe signing-in and signing-out procedures and support the secure handover of children and young people to authorised adults.
- Provide first aid and welfare support in accordance with training and College procedures, escalating safeguarding or welfare concerns immediately to the appropriate designated colleague.
- Support the administration and logistics of CHARGE performances, sharings, holiday activity and special projects.
- Maintain effective communication with CHARGE tutors/practitioners and provide the administrative information they require.

Outreach & Partnerships

- Support the administration of CAPA College's extensive schools and community outreach programme.
- Coordinate workshop and activity bookings with schools, partners and community organisations.
- Organise practical logistics including dates, times, spaces, staffing information, participant numbers, travel, equipment and required documentation.
- Maintain accurate outreach databases, booking records and contact information.
- Provide clear pre-event information and act as an administrative point of contact for participating schools and partners.
- Support the collection of participation, evaluation and impact information.

Marketing, Recruitment & Events

- Provide practical and administrative support to College marketing and recruitment activity.
- Support the organisation and logistics of exhibitions, careers events, promotional events and external showcases, including attending events where required.
- Maintain enquiry, school, partner and marketing databases accurately and in line with data protection requirements.
- Respond to and appropriately direct public enquiries about CAPA College and its artistic provision.
- Support Open Days, Taster Days and other recruitment events, including bookings, attendee information, registers, communications, rooming, signage, resources and front-of-house arrangements.
- Support the preparation and distribution of marketing materials and information as required.

Space Hire

- Administer external and internal hire of CAPA College spaces from initial enquiry through to completion.
- Respond to hire enquiries, provide appropriate information, coordinate bookings and maintain an accurate hire calendar and records.
- Meet and greet hirers and visitors and provide a professional front-of-house/reception service.
- Coordinate hire logistics, working closely with Facilities and Technical teams to ensure rooms, access, equipment, staffing and other requirements are clearly communicated and in place.
- Ensure hirers receive relevant practical, safeguarding, health and safety and site information.
- Support associated paperwork, invoicing information and booking records, liaising with Finance colleagues as required.

Box Office, Shows & Artistic Events

- Manage the College box office system for performances and public events.
- Ensure event and performance information, dates, times, ticket allocations and customer information are accurate and up to date.
- Process and support ticket sales and respond to audience/customer enquiries.
- Provide box office and front-of-house administrative support around performances and events as required.
- Support the administration of College productions, showcases, festivals, exhibitions and artistic events, including guest lists, schedules, registers, communications, resources and hospitality.
- Liaise with artistic, production, technical, facilities and marketing colleagues to support smooth event delivery.

Fundraising & Development

- Provide administrative support for fundraising and development activity.
- Research appropriate funding opportunities, trusts, foundations, partners and potential supporters as directed.
- Support the preparation and administration of funding applications, including gathering information and maintaining deadlines.
- Maintain accurate fundraising, supporter and partner databases and records.
- Support the collation of evidence, participation data, evaluation information and other material required for funding reports and applications.

College Trips, Masterclasses & Enrichment

- Provide administrative and logistical support for College trips, visits, masterclasses, visiting artists and other enrichment activity.
- Support bookings, orders, registers, participant information, consent documentation, travel arrangements and communications.
- Liaise with staff, external venues, artists and providers to ensure arrangements are clear and accurately recorded.

General Administration & Team Responsibilities

- Provide high-quality general administrative support including correspondence, data entry, document preparation, filing, photocopying and maintaining electronic records.
- Use College systems and ICT packages confidently, including email, Word, Excel, spreadsheets, databases, booking and payment systems.
- Maintain accurate records and handle personal and financial information confidentially and in accordance with GDPR and College/Trust procedures.
- Undertake reception and customer-service duties, answering telephone, email and face-to-face enquiries and welcoming visitors.
- Process orders and support the recording/collection of payments associated with the role in accordance with financial procedures.
- Maintain relevant stock, supplies, resources and promotional/merchandise materials.
- Work flexibly across the Administration Team, providing reasonable cover and support during busy periods and major College events.
- Maintain effective working links with relevant senior and operational colleagues for allocated areas of responsibility.
- Attend relevant meetings, training and performance development activities as required.
- Contribute positively to the overall ethos, vision, values and aims of CAPA College.

Safeguarding, Health & Safety

- Understand that safeguarding children and young people is a central responsibility of the role, including during the College's evening, weekend, holiday, event and youth provision.
- Follow all College and Enhance Academy Trust safeguarding, child protection, health and safety, security, confidentiality and data protection policies and procedures.
- Report safeguarding, welfare, health and safety or security concerns immediately through the appropriate College procedures.
- Maintain safe and professional boundaries with children and young people and model the highest standards of professional conduct.
- Undertake required safeguarding, first aid and other mandatory training and maintain training as required.

Professional Responsibilities

- Serve as a role model based on high standards and professional conduct.
- Present the best possible image of CAPA College in all contact and communications with students, parents/carers, visitors, audiences, customers, suppliers and external organisations.
- Comply with College and Trust policies and procedures, including the Staff Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Take reasonable care for their own health, safety and welfare and that of others who may be affected by their actions.
- Undertake appropriate professional development as agreed with the Administration Manager.
- Undertake other duties commensurate with the grade and nature of the post as reasonably directed by the Administration Manager or Principal.

In return, we will offer you:

- An opportunity to make your mark in an exceptional, ambitious and highly creative specialist Arts College.
- A professional, friendly and supportive team.
- A personalised approach to continuing professional development.
- A College with a clear vision, exceptional outcomes and student welfare and development at the heart of its ethos.
- Automatic enrolment into a Private Health and Wellbeing Package.
- Automatic enrolment into the Local Government Pension Scheme.

For further information, please visit www.capacollege.co.uk or email recruitment@capacollege.co.uk.

Application forms can be downloaded from our website and returned with a covering letter by email to recruitment@capacollege.co.uk or by post to CAPA College, Mulberry Way, Wakefield, WF1 2QN.

Closing Date: Sunday 13th September 2026

Employment checks required include evidence of entitlement to work in the UK, essential qualifications, two satisfactory references, an Enhanced DBS Check, a Children's Barred List Check and confirmation of medical fitness for employment.

Person Specification

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for a highly organised, warm and resourceful administrator who enjoys working with people and can confidently coordinate a wide range of artistic, youth, events and public-facing activity.

	Essential	Desirable
Qualifications / Training		
Level 2 (or equivalent) literacy and numeracy	Y	
Relevant administration/business qualification or equivalent experience		Y
Current First Aid qualification or willingness to undertake training	Y	
Knowledge & Experience		
Experience of providing high-quality administrative support in a busy environment	Y	
Experience of working with children and young people and/or families	Y	
Experience in an arts, education, youth, events or cultural setting		Y
Experience of reception, customer service or front-of-house work	Y	
Experience of bookings, registers, attendance records or participant/customer databases	Y	
Experience of handling payments, orders or basic financial administration	Y	
Experience of event, performance, workshop or trip administration		Y
Experience of box office, ticketing or booking systems		Y
Experience of supporting fundraising, grant applications or research		Y
Skills & Competencies		
Excellent organisational skills with the ability to manage competing priorities and deadlines	Y	
Excellent written and verbal communication skills and a warm, professional manner	Y	
Confident and effective use of ICT, including Microsoft Office, email, spreadsheets and databases	Y	
High levels of accuracy and attention to detail	Y	

Ability to maintain accurate, confidential records and understand data protection responsibilities

Y

Ability to work independently, use initiative and solve practical problems

Y

Ability to work constructively as part of a team and across different College teams

Y

Ability to relate positively and professionally to children, young people and adults

Y

Personal Qualities & Requirements

A strong commitment to safeguarding and promoting the welfare of children and young people

Y

Friendly, calm, resilient and welcoming, with excellent customer-service instincts

Y

Flexible and willing to support the changing needs of a busy creative organisation

Y

Enthusiasm for the creative and performing arts and for widening access to high-quality arts experiences

Y

Able and willing to work the advertised evening and weekend working pattern

Y

Please note that successful applicants will be required to comply with all Enhance Academy Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced DBS disclosure and pre-employment and safeguarding checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required.