



3 Charnwood Street  
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Website: [www.artcoreuk.com](http://www.artcoreuk.com)

**Job Title: Office/ Studio Administrator**

**Location: Artcore Derby**

**Position: 21 hours per week - with the ability to work flexibly**

**Salary: £16,400 (FTE)**

**Purpose:** To undertake administrative duties within the organisation and assist Artcore staff with developing and implementing a programme of activities for current projects while supporting each project's aims.

**Job Role:**

- To effectively and efficiently assist the directors/staff with administrative tasks relating to arts and learning programmes. These include liaising with organisations/persons via meetings, telephone, and responding to email and phone queries, preparation and distribution of event schedules and other project information to other operational staff to ensure the smooth staging of events, projects and workshops.
- Support all aspects of projects and workshops delivery and to ensure the studio is kept clean and organised for activities.
- To assist the directors/staff with the marketing of projects and studio facilities including liaising with artists, schools, participants, project partners and internal staff.
- To deal with incoming enquiries and act as a point of contact for individual artists, artistic companies, schools, participants and project partners, distributing messages and information across the organisation as required.
- To maintain and update booking forms, records, filing systems and computer files.
- Ensure monitoring, feedback and other appropriate paperwork is complete on a project basis (such as funders monitoring requirements)
- To attend and oversee selected events and collect feedback from audiences and participants.
- Report and work with directors to identify key projects, upcoming tasks and their priorities.
- Responsible to open and lock up the building and report to manager as and when required.
- Support the administration of smooth running of craft shop
- Induct new volunteers and staff and give necessary in-house training and keep records.
- To raise invoices as directed by the Finance Officer in a timely and accurate manner.
- To ensure that invoices received by Artcore are entered into the accounting system in a timely and accurate manner.
- To maintain the petty cash account by recording all receipts and payments, and to prepare a petty cash reconciliation on weekly basis for sign off by the Finance Officer.
- To take and summarise the stock sheets on a weekly basis to ensure that materials used are accurately recorded against the respective funding/project budget.
- Ensure that all volunteer expenses are accurately reported for each funding/project, and ensure that payments made to volunteers are accurately reflected against the funding/project budgets.

- Ensure staff time sheets are completed on a monthly basis. Prepare a summary of staff hours worked each month to be signed off by the Artistic/Exec Director.
- Maintain a record of staff holidays.

Person specification:

- Minimum 2 years relevant work experience
- Highly organised with strong administration skills.
- Ability to confidently use IT, Microsoft office products (Excel and Word) Training will be given on the accounting package used at Artcore (Sage)
- Experience of working with sessional workers and volunteers.
- Excellent communication / organisational skills, both written and verbal
- Manage social media, copy writing, client communication
- Photography, Videos (Shooting, Documenting, Copying on Cloud)

Closing date for applications: Thursday 24<sup>th</sup> May 2018

Potential Interview dates: Tuesday 29<sup>th</sup> May 2018

Anticipated start date for role: Monday 4<sup>th</sup> June 2018

To apply please send your current CV and a covering letter to [info@artcoreuk.com](mailto:info@artcoreuk.com) or post it to Artcore, 3 Charnwood Street Derby DE1 2GT