



Job Title: Office/ Studio Administrator

Location: Artcore Derby

Position: 37 hours per week

Salary: £16,400

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 /distribution of event schedules and project information to staff to ensure the smooth staging of events and workshops.
- 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, 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
- 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 support the finance officer on a weekly basis.
- 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.
- 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: Friday 26th April 2019

Potential Interview dates: Tuesday 30th April or 1st May 2019

Anticipated start date for role: Immediate start

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