

JOB VACANCY

Arts Administrator

Salary: £25,500-£26,500 depending on experience

Hours: Full Time, 35hrs per week (open to negotiation of fewer hours per week, with salary pro-rata, to right candidate)

Location: Iniva's offices 16 John Islip Street, London, SW1P 4JU.

Reporting to: Deputy Director

Temporary post – 6 month fixed term contract.

Iniva is looking for an approachable and enthusiastic Arts Administrator, to provide essential support across the team at this exciting stage in the organisation's development. The Arts Administrator role is pivotal to the smooth running of the organisation, and a key team member linking the programme, library, operations and development areas of our work. The Arts Administrator will often be the first point of contact for the organisation, and works to facilitate the day-to-day operations across a broad range of administration tasks.

The successful applicant will be a highly organised individual with strong attention to detail, self-motivated, with excellent communication skills, and enjoy working as part of a creative team. The role is based at **Iniva's** offices in Pimlico on the campus of Chelsea College of Art next to Tate Britain, and is part of a vibrant and engaged local creative community.

This varied and interesting role is a great opportunity to get involved in the running of a well-established arts charity, contributing to its continued development and growth. The role is a temporary post for 6 months, and we are hoping that it may become permanent after that time.

HOW TO APPLY

Please email your **CV, and a cover letter/personal statement** (no more than 2 sides of A4) outlining how your skills and experience match the person specification for the role to: recruitment@iniva.org

Deadline 12pm, Monday 4 July 2022.

Interviews are expected to take place in the week beginning Monday 11 July.

Unfortunately due to the high volume of applications it will not be possible to respond personally to all applicants at this stage.

Iniva is committed to fair and equitable practice, and working to build an arts sector that better reflects the true diversity of contemporary society. As such **we strongly encourage people of all backgrounds, particularly those less well represented in the arts to apply.**

If you have specific needs in regards to access please let us know how we might be able to help support your application.

JOB DESCRIPTION

Arts Administrator

Temporary post – 6 month fixed term contract.

Full Time, 35hrs per week (open to negotiation of fewer hours per week to right candidate)

Location: Iniva's office, 16 John Islip Street, London, SW1P 4JU.

Reporting to: Deputy Director

Role Purpose

The Arts Administrator is a pivotal role providing core administrative support to all areas of the organisation. The post holder will work across the artistic programme, library, development, operations and finance teams, ensuring the smooth day-to-day running of the organisation. This varied and interesting role offers the opportunity to enable a wide range of creative activity which includes events, exhibitions, conferences, workshops and publications, to meet iniva's vision for a radical transformation of the cultural landscape. This is envisaged as a temporary role in the interim, with potential to becoming permanent following the 6 month period.

Main Duties

In common with all iniva staff

- To support the philosophy, aims and objectives of iniva and to champion its work.
- To promote and support equality, diversity and inclusion for all staff, contractors, volunteers and stakeholders.
- To uphold collective responsibility, knowledge sharing, and team working across the organisation.
- To contribute to, and follow Iniva's organisational policies and procedures, particularly policies relevant to your defined responsibilities and area of work.
- To ensure proper record keeping, filing and archiving of all communications and documentation related to your area of work.
- To engage in continuing professional development, seeking to stay up to date with developments and best practice in your area of work.

Particular to the Arts Administrator Role

- To act as first point of contact for the iniva team, dealing with all external enquiries and requests.
- To manage the iniva diaries – Artistic Director, programme and events planner.
- To coordinate and prepare meetings, including for Artistic Director and trustees, with distribution of papers, invites, room booking, equipment, and minute taking.
- Maintaining office environment, overseeing office supplies, maintenance contracts, and equipment.
- Oversee IT requirements, managing IT equipment, software and subscriptions in liaison with iniva's IT support provider.
- Ensure effective record keeping across the team, including organising and maintaining iniva's shared files both digital and physical.
- General administrative support with organisation of artistic programme events, exhibitions, private views and art fairs in liaison with other staff – invitations, ticketing, guest lists, set up.
- Dealing with travel and accommodation arrangements for artists and team.
- Overseeing the iniva publications and editions web shop – managing storage, updating stock, and processing orders.
- Drafting contracts and letters of invitation in liaison with partner institutions, artists and curators, with support from the Deputy Director.
- Collation of data from live and digital programme, liaising with partners when appropriate, for monitoring and evaluation purposes.
- Financial responsibility to manage a small budget, and ensure best value purchasing for organisational supplies.
- Occasionally support communications activity by updating webpages, social media, and preparation of mail outs, general publicity and listings.

- Occasional supervision of volunteers, interns and student placements with support from other team members as needed.
- To carry out such other administration duties of a similar nature as may reasonably be required.

Note: This is a description of the job as it is at present constituted. It is Iniva's practice to examine job descriptions regularly and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes.

PERSON SPECIFICATION

The post holder should demonstrate the following qualifications, experience, skills and knowledge:

Essential

- At least three years' experience in a similar role or carrying out similar duties, and/or relevant qualifications.
- Excellent written and verbal communication skills, with an ability to communicate with a wide range of people at all levels.
- Highly organised, with strong attention to detail.
- Independent worker able to problem solve, make decisions and efficiently manage own workload.
- IT skills including MS Office, familiarity with databases, and updating of websites and mailing list.
- A basic knowledge of updating social media platforms Facebook, Twitter and Instagram.
- Good numeracy skills with experience of managing small budgets.
- Experience of maintaining a shared office space, including dealing with suppliers and contractors
- Experience of office systems and streamlining administration processes.
- A team player with a proactive and positive approach to work.

Desirable

- Experience of negotiating office contracts, achieving value for money.
- Experience of working with Boards and Senior Management teams.
- Knowledge/experience of publications and editions, including production and dealing with artists rights.
- Copywriting and proofreading skills
- Knowledge of HR processes.
- A good knowledge of contemporary visual arts in the UK and internationally.

About Iniva

Founded in 1994, Iniva (Institute of International Visual Arts) is a visual arts organisation dedicated to developing an artistic programme that reflects on the social and political impact of globalisation. With the Stuart Hall Library acting as a critical and creative hub for its work, Iniva collaborates with artists, curators, researchers and cultural producers to create programmes that challenge conventional notions of diversity and difference. With this as its focus, Iniva works predominantly with British-born and British-based visual artists of African and Asian descent supporting them at different stages in their careers, offering residencies, commissioning new work and promote existing practices to enable artistic ambition and development. Iniva is committed to cultivating innovative thinking, disseminating research across a wide cultural spectrum and geographical network. Its ambition being to build a greater body of knowledge around each of the artists with whom it works to ensure the legacy of their practices for future generations of researchers and audiences.

www.iniva.org