



Arts Administrator Vacancy Information Pack

Hours

This is a part-time (0.5) post equivalent to 2.5 days per week.

Flexible working hours.

Includes occasional evening and weekend working.

Duration

9 months minimum, with possibility of extension pending further successful funding.

Start end of February 2022.

Salary

£23k pro rata

Application Deadline

Monday 31st January, 5pm

Interviews

Monday 7th and Tuesday 8th February

About The GAP

The GAP is a youth arts organisation and cultural space based in Balsall Heath, Birmingham. We use creativity and culture as tools for making sense of the world and imagining possible futures.

At the centre of our work is the devising and delivery of quality arts projects that engage young people in meaningful and transformative processes of creative and cultural action. Our venue offers a multi-purpose physical space to host our programme and bring people together for artistic encounters, cultural exchange, conversation, and community-building activity. We offer a range of development opportunities for local young people with the aim of support them to develop their creative practice. Our work is always guided by our arts education methodology, a values-based approach, and the needs of the young people we work with.

www.thegapartsproject.co.uk

Job Overview

We are looking for an emerging/early career arts administrator to join our small creative team at a really important and exciting moment in our organisation's journey.

Over the past several years, The GAP has grown significantly: we've set up a thriving cultural space and café, deepened our relationship with our intended beneficiaries, expanded our reach, built generative partnerships, developed structures for supporting more development opportunities for young people, delivered quality and meaningful cultural programmes, and refined our methodological approach to arts education. We are currently working towards achieving core funding by applying to Arts Council England to become a National Portfolio organisation, which will enable us to sustain and grow our work.

We need an ambitious, motivated and caring individual to support our core team of artists during this transformational moment. The appointed Arts Administrator will play a crucial role in the successful delivery of our cultural programmes by ensuring the smooth running of the organisation's daily operations. As a new role, the successful candidate will take responsibility for designing and implementing new administrative systems, working closely with the core team to identify how best to support our activities. We are also offering a package of training to further the successful candidate's development, which will be tailored to their specific interests and needs.

Roles & Responsibilities

1. The management of all general administrative tasks, including:
 - *Responding to general enquiries*
 - *Office management*
 - *Digital systems management*
 - *Venue hire and ticket booking systems*
 - *Monitoring and public data collection and management*
 - *Marketing (mailing list, newsletter, printing, website, social media, etc)*
 - *Invoicing*
 - *Occasional banking*
 - *Company meeting minutes*
2. Assisting the core arts team with administrative tasks related to:
 - *Arts project management*
 - *Fundraising*
 - *Venue management*
3. Providing administrative support to the Board of Trustees.
4. Attending a series of training opportunities relating to arts administration, The GAP's artistic methodology, and justice-focussed working practices

Person Specification

Essential

- Experience of having worked and/or trained to graduate level in an administrative role (in any sector or setting)
- Be an early career/emerging arts administrator with a desire to further develop your career in the management and leadership side of the arts and culture sector
- Confidence in using a variety of administrative tools and systems
- Excellent organisational skills with an eye for detail, an ability to prioritise tasks and a passion for problem solving
- A drive and willingness to get stuck in, learn new skills and support all aspects of our work
- Ability to work independently, taking initiative, responsibility and ownership of your role, whilst also working collaboratively as part of a tight-knit team
- Strong written and verbal communication in English, with great customer service and a commitment to accessibility
- Live in Birmingham
- Identify as at least one of the following*: being from an ethnic, cultural or religious minority, being LGBTQI+ or being disabled and/or neurodiverse

**This opportunity has been created and is funded to respond to the underrepresentation of people from certain backgrounds within the arts sector, and for that reason applications are only open to people who identify as such.*

Desirable

- Experience of implementing new administrative systems and taking a lead on their management
- Confident in the use of digital marketing tools
- Knowledge of the legal structure and operation of charities
- Interested specifically in youth and community arts
- Live in or nearby to Balsall Heath, or have an understanding of the area
- Have ethnic and/or cultural heritage that is representative of Balsall Heath's population
- Can speak another language(s) that is common to the local area

How to apply

Send an email to admin@thegapartsproject.co.uk titled 'Arts Administrator Application' that includes:

- An up-to-date CV
- A cover letter detailing:
 1. Why you are interested in joining The GAP team as Arts Administrator
 2. What makes you the ideal candidate

You must also complete an Equal Opportunities form here - <https://bit.ly/3qnf1PI>

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We welcome all applicants to arrange a friendly and informal chat with one of our team members prior to you sending in your application, where you can ask any questions and discuss any barriers or difficulties to employment that you may face. Just drop us an email stating your interest in the role and times when you'd be available to meet up.

We look forward to receiving your application!