

## **SOMERSET ART WORKS**

Somerset Art Works is a registered charity and membership organisation. Somerset's only countywide agency dedicated to developing the visual arts.

We want Somerset to be a place where people expect to engage with excellent visual art that is surprising and distinctive.

We initiate a wide range of projects in a variety of settings, working in partnership with other arts and non-arts organisations, supporting the artists who enrich our lives. We work to increase public engagement, weaving together communities and raising the profile of the vibrant contemporary visual, digital and applied arts scene in Somerset.

We are delighted to become one of the Arts Council England's National Portfolio of funded organisations for 2018-2022. This enables us to continue to provide a wide-range of visual arts activities to our audiences and support for the artists' community in Somerset.

Thank you for looking at this new role. It will suit the sort of person that likes systems, loves people, can really get behind SAW's mission and thrives in a job where every day is different. It's a job that offers the person an opportunity to make their mark on SAW.

### **Job Description**

Job Title: **Arts Development and Marketing Administrator**

Terms: This is contract would be subject to a 3 month probationary period, based on 18 hours per week.

Salary: £18,000 - £20,000 (pro rata). PAYE plus pension (after 6 months if eligible).

Reports to: Director and Board

### **Main purpose of the role:**

The key role within the team will be administrative and marketing assistance including liaising with data entry and social media/website management. Also, the development of Friends of SAW, business and corporate sponsorship opportunities, and the planning and delivery of PVs and fundraising events.

### **Main Tasks to include:**

- Create and maintain effective administrative systems within the office,
- Respond to general enquiries and correspondence via telephone and e-mail.
- Ensure SAW database (members, friends mailing, fundraising) are regularly updated and accurately maintained. Including advertising and press database.
- The promotion of the work of the organisation, including the preparation of publicity material and distributing press releases. Promotion of events on line via news links, social networks and listing sites.
- The development of Friends of SAW – new business and corporate sponsorship opportunities and campaigns.
- Planning and delivery of Art Weeks launch. project PV's and fundraising events.
- Provide administrative support for the management and maintenance of monitoring and evaluation systems. This includes art week visitor and participant feedback and data collection for funders.

### **Role of Company Secretary:**

- Manage diaries, arrange and attend Board meetings.
- Collate reports, disseminate minutes and distribute to Board Members.
- Provide Charity Commission, Companies House information as required.
- Arrange AGM ensuring legislation/constitution guidelines are maintained and all members informed.
- Maintain Company policies, H&S. Insurances
- Maintain finance records in communication with Director, Treasurer and financial services providers.

### **Person Specification**

This is a part time position and requires someone with excellent communication and IT skills who is aware of the flexible requirements of working within the arts and community sector and who can fit into a small team. We work together as a team to create opportunities for artists and audiences and are committed to supporting one another and sharing ideas through team meetings, which are held on a regular basis. This role will include opportunities for training to build your skills and knowledge.

### **We are looking for someone with**

#### **Essential skills:**

- Excellent organisational skills and effective time management
- Is computer literate including Microsoft excel, word and database skills
- Marketing and PR campaign experience
- Accuracy and attention to detail in all aspects.
- Presentational skills and a 'good eye' for design and detail.
- Ability to work alone and within a team
- A creative thinker with the ability to be self-motivated and work unsupervised.
- Strong communication skills, both oral and written.
- Excellent advocacy, diplomacy, communication and negotiation skills.
- Ability to work under pressure and deal effectively with multiple workload demands and prioritise tasks appropriately.
- Conscientious and hard working
- Our work is across Somerset and we require the team to be mobile and willing to travel.

#### **Desirable:**

- Knowledge and understanding of Contemporary Arts
- Familiar with all social media networks and PR campaigns
- A willingness to work outside normal working hours on occasion
- Knowledge of 'Photoshop'
- Proof reading and editing skills

### **How to Apply**

Please visit the SAW website and download/complete the SAW Job Application Form.

<http://somersetartworks.org.uk/2018/03/jobs/>

This should be returned, with an accompanying letter of application, by email to

[carol.carey@somersetartworks.org.uk](mailto:carol.carey@somersetartworks.org.uk)

**Closing Date:** for applications is 12 noon on **Monday 30 April 2018**

**Interview Date:** Interviews will be held at the SAW office in Langport week commencing **14 May 2018.**