

Job Title:	Administrator, Peterborough	Job Category:	Salaried position. Permanent contract.
Location:	Based in Peterborough	Travel Required:	No.
Level/Salary Range:	£18,500 per annum	Position Type:	Full time
HR Contact:	Stephanie Stevenson stephanie@metalculture.com	Hours of work:	9am – 5.30pm
Line Manager:	Director, Peterborough	Start Date:	June 2019

Please send CV and covering letter/supporting statement either by post or email:

Mark Richards
 Director
 Metal, Chauffeurs Cottage, 1 St Peters Road, Peterborough, PE1
 Tel: 01733 893077
 Email: mark@metalculture.com

Deadline for applications: Monday 6th May

Interviews will take place at Metal (Peterborough) on Monday 13th May

About Metal

Metal was founded in 2002 by Jude Kelly CBE and current artistic director Colette Bailey. We have three spaces in Liverpool (since 2004); Southend on Sea (since 2007) and Peterborough (since 2012). In each place, we work from buildings of historic significance that we have transformed from empty or derelict spaces into vibrant cultural and community hubs.

We support artists, locally, from across the UK and overseas, working in all disciplines, at all career levels, providing opportunities for artists-in-residence, running intensive, week-long Culture LAB's for peer-to-peer learning and exchange, mentoring and professional development. We create large-scale, participatory art projects that respond to our immediate environment and involve people of all ages and from all walks of life. We curate exhibitions, festivals and other events which are often in response to place.

All our spaces provide short term incubation space for artists and other creative industry organisations. They are also well used by numerous community groups for meetings, workshops, performance, artist's talks and the development of networks and ideas. We operate through a wide range of partnerships, ranging from Arts Council England, local authorities, and regional agencies. We also have strong working relationships with a wide range of other arts organisations, community groups, schools and HE and FE institutions. See www.metalculture.com for full programme

About This Role

We are looking for a bright, motivated and hard-working administrator for our Peterborough office. You will join a small, committed and highly motivated team who have worked at the Peterborough site since its inception. You will have excellent organisational and interpersonal skills, often being the public face of the

organisation and the first point of contact for artists and audiences. The role is very hands-on and no two days are alike. You will also have the opportunity to work alongside the team on many exciting artists' projects. This opportunity has become available due to internal promotion.

Principal Duties

1. Ensure effective office management and administrative systems for the organisation

- Support day to day running of the Metal Peterborough office – phones, collect/respond to post and meet and greet visitors to our space
- Support the financial operations of Metal Peterborough—basic book keeping and monitoring of budgets and cash-flow, managing invoices and liaising with payees; managing petty cash etc
- Manage an office stationery and building repairs budget
- Support with building repairs and maintenance – contacting contractors and trades people/sourcing quotes
- Coordinate and administrate office and events hire.
- Manage multiple databases – in accordance with data protection.
- Manage the presentation of Metal and third party/partner promotional materials within the Metal Peterborough spaces and notice boards
- Attend to the upkeep and maintenance of staff offices and office equipment, including photocopiers/printers, paper, stamps and other stationery, ordering stock as necessary and liaising with other staff members as appropriate.
- Managing cleaning contracts – managing cleaning schedules for Metal Peterborough spaces
- Management of tenant agreements and invoicing
- Management of the building diary including booking residencies, Metal and tenant events and wider community hires

2. Administrative and clerical support for Senior Management Team

- Support the reporting requirements of Metal Peterborough to funders
- Contribute to reporting of Metal nationally - statistics sheets, audience questionnaires and feedback
- Support senior management team with cross-site meetings/visits– diary management, managing logistics, booking transport and accommodation
- Writing and disseminating minutes for a range of meetings
- Assisting with filing and archiving
- Other clerical and administrative assistance as required

3. Communications

- Contribute to Metal Peterborough social media, checking local and regional newspapers for relevant articles, offering support with marketing, scanning and filing of relevant articles
- Support in the production of promotional materials for Metal events
- Work with the wider Metal team to ensure effective communication across the organisation. This will include, for example:
 1. Ensuring all staff, board and other key contact details and mailing lists are up to date and well maintained.
 2. Collating information (copy and images) and creating e-newsletters
 3. Keeping the website up to date with Metal Peterborough programme including assisting with research for artists images and biogs and other marketing material

4. Assisting with the Programme of Events

- Support with events – logistics, purchasing materials, collating guest lists, attending all Metal events – including the regular requirement for evening and weekend work
- Support collaborating/resident artists - booking transport and accommodation, preparing artists welcome packs / contracts/keys / paperwork etc for induction into Chauffeurs Cottage; and brokering connections to local communities and organisations as required
- Metal has a long standing tradition of engaging arts/ideas and people through the shared experience of food. The post holder will therefore be required to cook as part of these events and therefore must have the ability, or the willingness/desire, to cook.
- Artists liaison / meet and greet for artists arriving into residence. Sometimes this is out of hours as artists arrive from overseas or elsewhere in the UK.
- House-keeping duties such as tech and room preparation for visiting speakers and artists.
- Offering support to Metal's various creative projects – this could range from hanging an exhibition, supporting a workshop or contributing ideas to the annual programme

5. Other Duties

- Maintaining confidentiality at all times
- You will work actively within Metal's Equal Opportunities, Child Protection and Health and Safety Policies
- You will undertake any other duties reasonably requested by senior management

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed with the Post Holder and Line Manager as required.

Person specification: [E] Essential / [D] Desirable

- Education to GCSE Standard at grades A-C for a minimum of 5 GCSEs, including English and Maths [E]
- At least one year's experience in a similar role [E]
- Experience of general office procedures e.g. database management, budget management, computerised record and filing systems, photocopying, emails and etc. [E]
- Experience of financial administration and budget management [D]
- Ability to evidence an interest in the work of Metal and/or a strong interest in the arts [E]
- Strong interpersonal communication skills, good humour, with a professional and friendly manner [E]
- Excellent working knowledge of Microsoft office software [E]
- Working knowledge of Illustrator, Wordpress and Photoshop – or a keen desire to learn this [E]
- Experience of minute taking and accurate recording of meetings [D]
- Must be able to commit to some evening and weekend working [E]
- Good at working as part of a team and on own initiative [E]
- Responding to queries and simple problem solving [E]
- Diary management and appointment booking using manual and computerised systems [E]
- Strong knowledge of social media [D]
- Basic understanding (or desire to learn) of lighting, sound, IT and projection equipment [D]
- Ability to multi-task and work under pressure [E]
- Experience of recruiting and/or managing volunteers [D]