

Job Title:	Administrator, Southend	Job Category:	Salaried position. Permanent contract.
Location:	Based in Southend on Sea	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:	Company Administrator, Southend on Sea	Start Date:	February 2019

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

Stephanie Stevenson
 Company Administrator
 Metal, Chalkwell Hall, Chalkwell Avenue, Southend on sea SS0 8NB
 Tel: 01702 470700
 Email: stephanie@metalculture.com

Deadline for applications: Friday 7 December 2018

About Metal

Metal was founded in 2002 by Jude Kelly CBE. We have been active in South Essex since 2007, working from our base in Southend on Sea. We also have bases in Liverpool since 2004 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 organizations. 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, regional agencies such as the Local Enterprise Partnerships, Music Hubs and Bridge organisations. We also have strong working relationships with a wide range of other arts organizations, community groups, schools and HE and FE institutions.

About This Role

We are looking for a bright, motivated and hard working administrator for our Southend office

Principal Duties

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

- Support day to day running of the Metal Southend office – answer door, phones, collect/respond to post and meet and greet visitors to our space
- Support the financial operations of Metal Southend—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 third party/partner promotional materials within the Metal Southend spaces – including a proactive approach to sourcing appropriate materials for presentation (i.e. quality free cultural newspapers, posters, flyers etc.)
- 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 the budget for these areas. This will include for example, buying stamps and ensuring that the post is taken every day (including bulky items).
- Managing cleaning contracts – managing cleaning schedules for Metal’s Southend spaces / booking in cleaning for events, artists bedroom changeovers etc.

2. Administrative and clerical support for Senior Management Team

- Support the reporting requirements of Metal Southend
- Contribute to reporting of Metal nationally - statistics sheets etc
- 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, including weekly staff meetings
- Assisting with filing and archiving
- Other clerical and administrative assistance as required

3. Communications

- Contribute to Metal Southend social media, checking local and regional newspapers for relevant articles, offering support with marketing, scanning and filing relevant articles
- Support in the production of promotional materials for Metal events
- Work with senior management 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) for e-newsletters
 3. Assisting with research for artists images and biogs for website 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 / keys / paperwork etc for induction into Chalkwell Hall or Metal Art School
- 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 room preparation for overnight stays for artists-in-residence.
- Offering admin support to Metal's creative education and wellbeing programme. Ensuring all stationary/equipment is maintained, and offering general office support to all freelancers delivering the 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 Southend

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 years 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 or an 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]