

Metal

Job Title:	Administrator, Southend	Job Category:	Salaried position. Permanent contract.
Location:	Based in Southend on Sea	Travel Required:	No
Level/Salary Range:	£20,000	Position Type:	Full time
HR Contact:	Stephanie Stevenson	Hours of work:	9am – 5.30pm
Line Manager:	Regional Director, Southend on Sea	Start Date:	End of November

Please send CV and covering letter by email to: recruitment@metalculture.com

Closing Date for applications: Friday 14th October, 5pm

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 location, we work from buildings of historic significance that we have transformed from empty or derelict spaces into vibrant cultural hubs. From these bases, we work to provide the catalyst that can transform the potential of people and places through great art and inspiring ideas.

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 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 based at Chalkwell Hall in Chalkwell Park. You will be the lynch-pin of a small, busy but friendly team. You will love working with and meeting new people, as well as having an enthusiasm for good organisation, developing systems and working in an effective manner.

Principal Duties

1. Hospitality

- Answering the phone and the door and offering a warm, friendly welcome to visitors and visiting artists is key to this role
- Showing artists around the building, settling them in and caring for their needs whilst in residence including access needs and support
- 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 should have the ability, or the willingness to cook.

2. Office management and administrative systems for Metal Southend

- Responsible for the effective day to day running of the Metal Southend office
- Support the Finance Officer in the financial operations of Metal Southend – managing petty cash, filing invoices, preparation of floats for events, etc.
- Manage a stationary budget and attend to the upkeep and maintenance of staff offices and office equipment
- Offering admin support to Metal Art School and Netpark Wellbeing Project. Ensuring all stationary and equipment is maintained in this space
- Managing, receiving and sending post
- Working with the Metal Southend team to coordinate, administrate and schedule the use of the building and Metal Art School
- Manage queries, scheduling and client liaison for private hire of the building
- Manage multiple databases – in accordance with data protection

3. Housekeeping and maintenance

- Working with the Metal Southend team to manage building repairs and maintenance for Chalkwell Hall
- Scheduling cleaning rotas for Metal's Southend spaces
- Monitoring the cleanliness and tidiness of Chalkwell Hall including managing laundry and room preparation for artist accommodation

4. Administrative support for Senior Management Team

- Support the reporting requirements of Metal Southend
- Liaise closely with the other Metal administrators especially around reporting and data gathering
- Develop centralised systems for the storing and organisation of information
- Maintaining up to date excel spreadsheets to contribute to reporting of Metal nationally
- Support senior management team with cross-site meetings and 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, including picture research and asset management

5. Communications

- Liaise with the Marketing and Communications Coordinator to contribute to Metal Southend social media, checking local and regional newspapers, scanning and e-filing relevant articles
- Support in the production of promotional materials for Metal Southend events

- Work with the Marketing and Communications Coordinator, Senior Management Team and the wider Metal team to ensure effective communication across the organisation

6. Assisting with the Programme of Events

- Support with events – logistics, purchasing materials, collating guest lists, attending relevant Metal events – requiring some evening and weekend work
- Support resident artists - booking transport and accommodation, preparing welcome packs, keys, paperwork for induction into Chalkwell Hall or Metal Art School

7. Other Duties

- Maintaining confidentiality at all times
- You will work actively within Metal's Equal Opportunities, Child Protection & Adult Safeguarding 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

Essential:

- Positive, proactive, solutions-focused approach and willingness to learn
- Educated to GCSE level or equivalent at grades A-C for a minimum of 5 GCSEs, including English and Maths
- At least one years experience in a similar role
- Able to evidence an interest in the work of Metal and/or an interest in the arts
- Strong interpersonal communication skills, good humour, with a professional and friendly manner
- Excellent working knowledge of Microsoft office software
- Must be able to commit to evening and weekend work
- Working as part of a team and on own initiative

Desirable:

- Experience of financial administration and budget management - or similar transferable skills
- Experience of minute taking and accurate recording of meetings
- Ability to use Adobe software