

DWP Bid Unique Identifier

Job Placement title

Take Art Arts Administrator

Job Placement summary

An opportunity to work with Take Art, a pioneering arts organisation that works in Somerset with regional, national and international partners www.takeart.org. Take Arts specialisms include a rural touring programme, dance and theatre sector support, early years development and music with young people excluded from mainstream education. You will also be offered shadowing opportunities with other Somerset arts organisations.

Please note that we are a flexible organisation and can adapt to serve the right individual for this post.

Duties

Archiving paperwork in the office

Manging brochure mail out in December

Attending Rural Touring shows and collect audience survey forms

Processing survey forms via the audience agency website and survey monkey

Updating digital filling system

Collating and coordinating the company emails that come in offering shows, taking part in the programming choices in Spring 2021.

Sending out Promoter agreement forms and company contracts for Spring 21 season

Attending Take Art shows and events under the guidance of the Office Manager

Updating databases with artists, show information and other details

Answering phone and email enquiries as required

Additional tasks

Work with line managers to identify and attend training, networking and events appropriate for the development of the role and the organisation.

Support specialism directors or projects where appropriate

This is not an exhaustive list of duties and you may be required to carry out other tasks in accordance with the needs of the organisation. You will need to be flexible and adaptable in respect of your role.

Take Art welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisation. Take Art is committed to equality and strives to create a diverse and inclusive working environment that reflects the diversity of the UK population. Our recruitment process is open to all, but we particularly wish to encourage applicants from backgrounds that are currently under-represented within the sector as well as our organisation. We value the positive impact that increased diversity will bring to our organisation.

Essential skills, experience and qualifications

Essential:

Flexible, adaptable, able to work on own initiative, with a positive can-do attitude and as part of a team.

Excellent organisational and administrative skills and willingness to work flexibly.

A professional attitude and approach and the interpersonal skills necessary to deal with a range of people

Energetic and creative with a high level of enthusiasm. Genuine interest in live performance and the arts in general.

Good interpersonal, communication and customer service skills. Good time management skills, reliable and with the ability to self-motivate.

Awareness of diversity and equal opportunities in the workplace. Experience of Microsoft Office packages. Access to own transport

Desirable:

Familiarity working with Apple Macs

Experience of InDesign, Photoshop and Filemaker Pro

Number of hours per week 25

Working pattern and contracted hours (including any shift patterns) Flexible – can be split over three to five days
Some evening and weekend work may be required

Hourly rate of pay National Minimum Wage

Details of employability support (training opportunities/mentor)

Take Art is committed to making this arts industry placement practical and useful to the Kickstart employee enabling them to build a useful set of transferable skills.

We are aware of the rurality of the county and the necessity of having your own means of transport. Financial support to travel to Take Art and around the county will be offered to some degree.

Ongoing support will be given throughout placement with weekly check ins with Line Managers, regular performance reviews will take place during these sessions. We will adapt the support offer to each placement based on their skills, confidence and performance, and we will support a tailored training programmes as requested by the individual.

The Kickstart employees will be encouraged to give feedback during the weekly check ins and one to one session.

Throughout this placement Take Art will also support with CV writing, interview experience, goal setting, job searches in addition to the networking, coaching and mentoring along with any other work-based support needed