



## Office and Studio Coordinator Job Description

**Reporting to:** Director

**Contract length:** Role to commence Jan/ Feb 2019 on a 3 year contract with potential to continue (funding dependent). A 3 month probation period will be in place.

**Hours:** 7 hour day to work between the hours of 9-6pm. 3 days per week (Wednesday, Thursday and Friday). Occasional weekend and evening work.

**Salary:** £22,000 pro rata

**Location:** The post will be based at BACKLIT Gallery, First Floor, Alfred House, Ashley Street, Nottingham, NG3 1JG.

### Background

Backlit is an artist led studio and gallery space based in the East side of Nottingham City centre that supports and develops emerging artists; we are driven to support, sustain and grow the visual arts ecology across Nottingham. Backlit currently delivers an exciting and ambitious programme of exhibitions and events; previous works presented include Robert Wilson, NTU graduates, Backlit Studio Artists, Simon Starling, Mat Collishaw, Gillian Wearing and Bloomberg New Contemporaries. BACKLIT are an Arts Council Funded National Portfolio Organisation.

[www.backlit.org.uk](http://www.backlit.org.uk)

### Job Specification

#### Office and Studio Coordinator role

To oversee the day to day running of Backlit; to initiate and develop administrative and financial systems, assist with coordination of programming and project work, support artist studio administration, implement and maintain effective communication methods. A 'can-do' attitude and willingness to be flexible with regards to occasional evening and weekend work.

### Main responsibilities

Administrative to support day to day running:

- Assist Director with diary management and project support coordination
- Arrangement of meetings and note taking as required
- Manage online Gdrive documentation and office paperwork filing
- Support Marketing Coordinator with website uploads and general social media updates, including working on comms with mailing list etc.
- Main contact for enquiries such as phone and email (including replying to contact form enquiries)
- Diary management of Backlit activity (exhibition and events programming)
- Arrangement of staff meetings and Board meetings, including note taking and documentation as required.
- Monitoring housekeeping and dealing with housekeeping issues (to include updating fire risk assessment requirements)

#### Project assistant

- Main point of contact for New Midland Group activity (Nottingham artist led consortium with Primary and One Thoresby Street)
- Work as administrative project support to all staff on specific projects as required (to include marketing and audience development, fundraising, educational)
- Liaising with other galleries to transport work, loan work etc
- Responsible for documenting and archiving Backlits activity
- Coordinating project and event schedules to ensure deadlines are met

#### Financial

- Maintaining financial systems (e.g. Quickbooks)
- Monitoring and recording financial activity
- Creating management accounts per quarter

#### Studio

- Organising Studio artist inductions, responding to requests for information about the studio and associate membership. Reviewing all Artist Studio applications, interviewing new potential members, creating contracts for all new members.
- Monitoring Artist Studio rent and contacting studio members who are in arrears
- Ejecting studio members who do not comply with the contract
- Dealing with studio member issues, escalating to the Director as appropriate
- Collect studio member news to distribute to the wider Backlit mailing list
- Creation of Studio Artist policies relating to health and safety, new membership etc.
- Liaising with external agencies about the studio provision

#### Private hire

- Main point of contact for hire enquiries
- Coordinating meetings and liaising with clients
- Tracking and recording hire schedules
- Monitoring and coordinating hire payments
- Organising tech support and any additional requirements

Other duties as required and in agreement with the Director

#### Opportunities/ Benefits

- Training can be offered if beneficial to role
- Hands on experience of how a small scale gallery operates. As a small team you will gain experience on many levels and get to assist on unique and exciting arts projects, through development to realisation.

#### Person Specification:

##### Experience:

- At least three years' experience working of working within an administrative role
- Previous experience of using accounts software

##### Skills and knowledge

- Excellent communication skills
- Ability to prioritise tasks and complete to deadlines
- Strong organisational skills
- Capable of working independently and as part of a small team

- Knowledge of Nottingham and the local art scene

#### Essential

- A high level of computer literacy and confidence in using the internet, databases (or similar software) and IT applications including Word, Excel and PowerPoint.
- Attention to detail
- Good personable skills, able to work well with people at all levels
- Ability to problem solve
- An interest in contemporary arts practice
- Strong communication skills
- Willingness and ability to work over some weekends and evenings (for which time off in lieu is allocated).

#### Desirable

- Ability to use a wide range of presentation and recording equipment.
- Knowledge and experience of using IT design packages including photoshop, indesign, illustrator.

#### How to apply

To apply please email your CV, a supporting statement outlining your suitability to the role (no longer than 1 side of A4) and 2 referee contacts (please state if they can be contacted in advance of a potential interview) to [suzanne@backlit.org.uk](mailto:suzanne@backlit.org.uk).

Deadline for applications is **Friday 4th January 2019, 5pm**. **Interviews will take place on Friday 18th January, 2019** (please ensure your available this day). If selected, you will be notified by **Friday 11th January 2019**. The position will commence from Jan/ Feb 2019.

*Please note BACKLIT does not currently have disabled access.*