

Job Title: Project Assistant & Operations Officer.

Salary: £24,000

Reporting to: Project and Development Manager, or their equivalent

Job Purpose: To provide support and creative input into the LEVEL Programme and oversee aspects of building operations, ensuring LEVEL is an accessible, friendly, well managed, high performing and safe venue.

Project Assistant Duties:

- Support the Artistic Director and Projects and Development Manager in the development and production of creative projects, exhibitions and installations.
- Assist in the development of new projects, including input into research and documentation of process.
- Assist in the running of projects and practical delivery of our core programme.
- Contribute to the capture and collection of digital material and assist with its dissemination through social media and online platforms.

Operational Responsibilities:

- Develop and maintain all building management systems and procedures.
- Liaise with building services contractors.
- Manage all organisational health and safety practices.
- Ensure the effective operation of the 'box office systems' for all customer related procedures.
- Offer the first point of contact between the public and the organisation including some reception duties.
- Overall management of the LEVEL office, including administration of systems and purchasing.
- Day to day financial administration, including banking and petty cash.
- Administration of Charities Commission and Company House legal requirements.
- Event management support.

Other Duties:

- Work flexibly across the LEVEL team where required to support priorities.
- Provide support for meetings, including taking minutes, preparing papers etc.
- Attend staff and other relevant meetings, participate in training and other forms of staff development and be willing to work evenings, weekends and bank holidays when necessary.
- Be aware of, and actively implement the organisation's policies with regard to, for example, Equal Opportunities, Vulnerable Adults, Child Protection and Diversity.
- Undertake any other duties commensurate with the post as directed by your line manager.

Personal qualities:

- Excellent communication and interpersonal skills
- Self motivated and able to work flexibly as part of a small team managing multiple priorities
- Able to work within tight deadlines whilst maintaining accuracy at all times
- Highly efficient and able to maximise limited resources and time
- Able to learn new skills quickly
- Initiative and a proactive nature
- A real 'can do' attitude to fit in with a hard-working, enthusiastic and motivated team

Essential Experience and skills:

- Excellent written and verbal communication skills with the ability to deal calmly, confidently and positively with people at all levels, both in person and over the telephone
- IT literate
- Ability to learn and adapt to new technology
- Proven administration and organisational ability
- Ability to be proactive and professional in all aspects of the role
- Experience of basic finance and business banking
- An interest in contemporary art
- Full driving licence

Desirable Experience and skills:

- Graphic design skills
- A personal artistic/creative practice