



Arts Administrator

**Thank you for your interest in the role of Arts Administrator for LEVEL Centre.
This pack includes information about the role and organisation.**

Job title:	Arts Administrator
Responsible to:	Executive Director, Finance Manager and Marketing & Audience Development Manager
Responsible for:	Contractors and Freelancers
Salary:	£22,500 pro rata per annum
Hours:	22.5 hours per week Monday working required, other working hours to be agreed. Occasional evening, weekend and bank holiday working may be required in return for time off in lieu.
Annual leave:	15 days a year, plus bank holidays pro rata

Job Purpose:

To provide administrative support across the LEVEL programme of activities and support the Executive Director Finance Manager and Marketing & Audience Development Manager. Oversee day to day finance and making sure LEVEL is an accessible, friendly, well managed, high performing and safe venue. Be the first point of contact for all LEVEL enquiries.

About Level:

Level is a contemporary Arts Centre in Rowsley in Derbyshire supported by Arts Council England. We're open year-round with an exciting programme of visual art exhibitions and digital installations, alongside artists residencies and creative workshops.

Level is a registered charity that 'Celebrates the Art that Difference Makes. Everything we do has a value, our support goes beyond creativity, offering experiences that make a difference.

We work with:

- Learning disabled and disabled people
- Artists, performers and interesting people
- Our Derbyshire community
- Cultural and creative organisations
- National and International partners

Our Mission (why we exist):

We celebrate the art that 'difference' makes

Our Vision (what we want):

We unlock the unique talents of disabled creatives. We show the world how powerful 'difference' can be.

More information is available on our website: <https://levelcentre.com>

Job description:

We're looking for a hard-working, honest, dependable, self-motivated person to act as LEVEL Centre's arts administrator, willing to uphold and support the aims and values of Level Centre.

Key responsibilities:

- Provide administrative support to the Executive Director and wider staff team to facilitate projects
- Manage the public facing email accounts and telephone
- Overall management of the LEVEL office, including administrative systems and purchasing
- Undertake day to day financial administration, including banking and petty cash
- Work closely with our Finance Manager to log and process invoices

- Provide administrative support for our courses and classes programme 'LEVEL Makes'
- Attend 1:1, team meetings and take minutes where relevant
- Monitor building maintenance and liaise with building services contractors
- Maintain building management systems and procedures.
- Monitor and update policies as required
- Monitor and log organisational health & safety and fire checks
- Administration of Charities Commission and Company House legal requirements
- Deputise for LEVEL staff where required including but not limited to attending meetings to represent LEVEL Centre
- Be an advocate for LEVEL Centre
- Work flexibly across the LEVEL team where required to support priorities
- Attend training when required

This list is not exhaustive, other duties may be required from time to time

Essential criteria, personal qualities & skills:

- Friendly with excellent communication and interpersonal skills
- Experience of basic financial procedures and business banking
- Proven administration and organisational ability
- Self motivated, hard working and enthusiastic
- Ability to work flexibly in a small team whilst managing multiple priorities, working to tight deadlines whilst maintaining accuracy at all times
- Ability to deal calmly, confidently, proactively and positively in person, at meetings, online and on the telephone
- IT literate and the ability to learn and adapt to new technology

Desirable:

- Interest in the arts
- Experience of working with learning disabled people
- Full driving licence
- Enhanced DBS check

Terms & Conditions:

Salary: £22,500 pro rata

Hours: 22.5 hours per week.

The core business hours are Monday – Friday 9am – 5pm

Monday working required, other working hours to be agreed. Occasional evening, weekend and bank holiday working may be required in return for time off in lieu.

Holiday: 15 days per annum, plus bank holidays pro rata

Pension:

The Company operates an auto enrolment pension scheme deferred for 3 months from joining the Company with Nest. The contributions to this scheme are in line with the current minimum requirement and are based on qualifying earnings. Further information can be found at www.nestpension.org.uk

Probation: 3 months

Notice period: One week during probationary period and four weeks thereafter

Equal opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety:

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment:

LEVEL Centre is committed to safeguarding and protecting the welfare of everyone and expects all staff and volunteers to share this commitment. A satisfactory Enhanced DBS check will be required.

To apply:

- Complete the online application form. Our website has Browsealoud toolbar software installed to make it more accessible, if you require any assistance please contact us on info@levelcentre.com
- Complete the equal opportunities monitoring form (optional). We positively encourage people with disabilities or from minority ethnic backgrounds to apply to join our teams as they are under-represented within Level Centre's

workforce.

- Upload your CV including details of two referees
- Upload a covering statement. Your covering statement should outline your suitability for the role.

We are happy to accept your covering statement in the following formats:

- Written statement that is no more than 2 sides of A4
 - Video submission that is no longer than 5 minutes - BSL, Makaton or spoken
 - Audio submission as an MP3 or WAV file, that is no longer than 5 minutes.
Please clearly label your files with your name
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Timeline:

Application deadline: 6 November 2022
Interviews: 14 December 2022

