

## **The Royal Ulster Academy of Arts Outline Job Description for part-time Administrator.**

The RUA seeks to recruit an experienced, part-time administrator who will be based in their office at 5 Donegall Square South. Office hours are 9.00 am until 5.00pm, Monday – Wednesday. In addition, the Administrator will be expected to attend gallery openings and social functions, connected to the RUA. Time off in lieu will be given if agreed. The Administrator will be responsible for the administration of the Academy and its annual exhibition at the Ulster Museum.

**Hours: 9.00 am – 5.00 pm Monday – Wednesday (21 hours)**

**Rate of Pay: £25,000 (pro-rata of 37.5 hours per week)**

### **Objectives for Post**

To ensure effective and efficient administration of the office, the Diploma Collection and the Annual Exhibition

To seek funding and sponsorship to assist with the continued running of the office, exhibitions, education programme and other associated events

To provide administrative support to the President and Council and its sub-committees as required

To develop and enhance administrative structures within the Academy

To identify creative opportunities and relationships within the sector for the long-term development of the Academy's status

### **Duties and Responsibilities**

The administrator reports to the President and will be responsible for the following:

#### **General**

- To prepare and complete funding applications to a variety of stakeholders in consultation with the Council
- To prepare and complete all funding monitoring forms throughout the year such as midterm reports and end of year reports
- Update and maintain financial management systems
- Bank lodgements and invoice payments as and when necessary
- Preparation of budgets and monthly financial performance reports
- Organisation and maintenance of office filing systems
- The requisition and control of office materials and equipment in consultation with Council
- Maintain regular communication with the 80 Academy members in consultation with Council
- Day to day liaison communication with key stakeholders in the Academy including the landlord, accountant, bank, suppliers, designers and Council

- To service meetings of the Council and sub-committees, including minute taking and preparation of the minutes
- To maintain and update the mailing list/email database
- To maintain and update the RUA website, Facebook, exhibitions and associated events
- Dealing with enquiries from the public by telephone, email and in person
- Attend meetings with funders and other relevant bodies, when appropriate, and report to the President and Council
- The continued promotion of the RUA through all appropriate media and the cultivation of media relations in consultation with Council

### **The Annual Exhibition in the Ulster Museum and the Diploma Collection**

- To provide administrative support for the Annual Exhibition as directed. This will include correlating all dates for entries and the organisation of all digital entries, coordination of transport of works, taking in and handing back; liaising with exhibition installers and the Museum staff; arranging accommodation and travel for adjudicators, lecturers and visiting artists, where necessary.
- To work with Council to seek and secure all relevant funding to finance the RUA's education and exhibition programme
- To collate open submissions and proposals for selection panels
- Arrange, co-ordinate and attend private views
- Provide Council with financial accounts for each major event in accordance with prescribed budgets
- Oversee the Academy's move to new premises and the refurbishment of same
- The collation of exhibition documentation material to be used on all RUA social media platforms (web, Facebook, twitter etc.)
- Refresh and maintain RUA social media platforms on a regular basis
- Monitor visitor numbers and handle bookings, including education bookings, for the annual exhibition and throughout the year

### **Personal Specifications**

#### Minimal Educational Requirement:

Relevant degree and five years, administrative, experience.

#### Essential:

1. Five year's Office Administration experience demonstrating
  - (a) Maintenance of records
  - (b) Minute taking
  - (c) Financial management
  - (d) Liaising with key stakeholders
  - (e) Time management and adherence to deadlines
  - (f) Provide effective customer services
2. Five year's experience of preparing funding applications relevant to the Arts Sector
3. Demonstrable Computer literacy including, Word, Excel and Photoshop
4. Experience in use of social media as a promotional tool

5. Excellent interpersonal and written communication skills
6. Demonstrable capacity to self-manage, initiate projects and the ability to work as part of a small team
7. Experience in web design and the ability to regularly update new information with appropriate links

### Desirable

1. Marketing experience
2. Experience of sponsorship and philanthropic giving and track record of achievement
3. Experience of working in a gallery environment
4. Knowledge of the Arts Sector in Northern Ireland and Ireland
5. An awareness of audience development strategies for the arts
6. Ability to give talks on the Diploma Collection to adult groups and schoolchildren
7. Curatorial knowledge and experience in the installation of an exhibition

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