

Job Description

Job Title: Admin & Comms Officer // 1 year contract

Hours of Work: 7.5 hours per week

The role requires some flexible working hours, including some evening and weekend work to support shows and projects. The contract has potential for growth. Hours can be discussed in interviews.

Salary: £12 per hour

About CLAY: Centre For Live Art Yorkshire

CLAY is a centre for boundary testing live artworks that provoke, experiment, and promote social change.

We aim to improve access to interdisciplinary, contemporary live artworks and experiences, and believe Live Art practise has the potential to instigate social change.

Based on Regent Street in Leeds, CLAY has a dedicated performance area, studio spaces, co-working space and cabaret stage and bar. Run by a small and dedicated team, CLAY provides much-needed space to support artistic risk, experimentation and interdisciplinary artwork. Alongside this, the space is available to hire, which provides a strong income stream for our work.

We work with artists with both emerging and established practices as a touring venue and a space to make art and performance. We are committed to working with underrepresented artists and have affiliations with LGBTQ+ communities across the country.

For more information see clayleeds.co.uk

Summary

You will work closely with the Director to oversee CLAY's office and administrative systems to ensure that CLAY runs smoothly and efficiently. You will also support the Director with external communications via the CLAY website, social media, regular newsletter and external postings. This includes but is not limited to announcements, call outs and events promotion. The role will include reporting and data capture for CLAY activity and monitoring and reporting engagement.

This new role is flexible to suit the right candidate, meaning there is room for growth. We are looking for someone to take the responsibilities laid out and develop the role, becoming a core member of the team and helping to shape the future of the company in this exciting stage in the development of CLAY

Main Duties and Responsibilities

Administrative:

- Support the contracting for venue-based activities and events, and support the co-ordination of artist residencies
- Support with general daily administrative tasks, including dealing with enquiries by email and mail
- Attend meetings & taking minutes and preparing papers where required
- Keep audience and collaborator information confidential, maintaining contact databases, networks and mailing lists
- Develop and maintain artistic databases and archives, including digital archives
- Help to maintain audience, funder, and collaborator relationships through excellent interpersonal and communication skills.

Communications:

- Help to maintain online presence inc. social media accounts for CLAY and its services
- Develop and maintain systems which support CLAY activities, including collating and responding to applications and call-outs, sending out surveys, monitoring feedback and creating evaluation summaries
- Lead on creating promotional materials, including brochures, social media content, marketing copy, including fact-checking, copy-editing, and formatting assistance during the creation of membership mailouts, website content, and other promotional materials.
- Research market trends, demographics, pricing strategies, and other relevant information that helps company managers and directors develop marketing plans.

General:

- Keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of CLAY as an organisation
- Take an active role in the team, and to attend team meetings as required
- Ensure that CLAY policies, procedures and values are observed in every area of your work
- Attend events and performances relevant to CLAY's programme and support of artists, sometimes in evenings and on weekends where reasonable, to be agreed with the Director
- Carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post

Benefits:

- Working with some of the most exciting artists from the UK and beyond

- Flexible working hours and access to a wide variety of events (some CLAY, some not)
 - Working with a friendly and small creative team.
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Person Specification

We are seeking applicants who can demonstrate some of the following skills and experience and a willingness to learn

Essential Knowledge & Skills

- Excellent written and verbal communications skills, adaptable and responsive to the needs of the situation
- Organisation and planning skills, confident at juggling multiple tasks and working to deadlines
- IT skills, either able to use or eager to learn skills using Canva, Wix, Eventbrite, Mail Chimp, social media, and other digital marketing tools
- Computer literate with knowledge of all Microsoft Office software (Word, Outlook, Power Point, Excel)
- Excellent office administration skills
- Knowledge of Google Analytics and other analysis tools
- An understanding of and interest in website management, social media, and keeping up to date with digital developments

Experience

- Experienced in using a range of systems including databases and email
- Excellent communication skills, face-to-face, over the telephone and in writing
- Experienced in contracting
- Experience of collating information and producing reports, with attention to detail
- Extensive experience of creating and using spreadsheets in a working environment
- Experience of monitoring and evaluating grant-funded activity
- Experience of using finance systems for example raising purchase orders, tracking payments, requesting invoices

Personal Attributes

- A self-motivated person, confident using initiative and creativity to approach situations and solve problems
- An excellent team player who is not afraid to roll their sleeves up and get stuck into a task when a group effort is needed
- Proactive, tenacious and able to work on own initiative
- Highly organised with a good eye for detail
- Friendly and empathetic nature, with an ability to develop positive working relationships

Desirable

- Experience or willingness to learn the introducing and maintaining office processes, systems and protocols in line with business need
 - Understanding of an arts practice & a background in artist support
 - Awareness of diverse fundraising and experience of successfully securing fundraising applications is advantageous
 - An interest in experimental performance work and a strong sense of identity politics
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How to apply

Pre-application: If you would value an informal conversation about how this role may suit you, or if you need any further information, please contact Jessica Sweet (Director) on hello@liveartleeds.com to arrange a meeting or phone call.

Submitting an application: Please send us a CV and cover letter (no more than two sides of A4) including why you think you are suitable, and what you would like to bring to the role. Please ensure you make reference to all of the essential criteria in the person specification and if you can, the desirable criteria.

Please do take a look at our website www.clayleeds.co.uk and contact us if anything is unclear or if you need support in making your application and ensure you tell us:

- Your name, postal address, phone number and email address;
- Why you are interested in this role;
- What skills, knowledge and experience you have that are relevant to the role;
- Self-describe any barriers you may face in this role.

If you would prefer to make an application by video or voice recording, it should be no longer than 5 minutes and provided as a Google link.

Please submit CVs and cover letter & equal opportunities monitoring form to hello@liveartleeds.com with **JOB** in the subject line by 12pm on the 11th of March. The monitoring form can be found on the Job Post on our website.

Interview questions and the process will be sent to you in advance of the interview, in order to give you time to prepare we expect interviews to be in the week commencing 18th March.