

DELFINA FOUNDATION

Job title: Administrative Co-ordinator

Location: Delfina Foundation, 29/31 Catherine Place, London
SW1E 6DY

Role: To ensure the smooth day to day running of the residency household and office, and to provide support for the artist residency programme and co-ordination for public programmes and events.

Salary: £24,000 pro rata

Contract: 5 days per week, 12 months fixed term contract

Office & Building Management

- Managing the day-to-day running of the building, including maintenance and repairs, ordering of stationary, furniture, technical equipment, and cleaning products as required
- Financial coordination including documenting expenses for staff members, filing invoices and reconciling petty cash
- Executive assistant support to the Director and Deputy Director including drafting correspondence, organising travel and visa arrangements, and organising hospitality for business meetings
- Compiling information for funding bids and reports, including the annual report
- Providing a first point of contact for visitors, telephone, postal and email enquires to Delfina Foundation. This includes managing various organisational email accounts, answering enquires, and fielding information to members of the team.

Residency and Public Programme and Events

- Administering the open call residency application process
- Liaising with incoming resident artists and curators on travel and visa requirements
- Ensuring smooth arrivals and departures of residents including booking taxis, organising bedrooms, welcome packs, introductory house tours and supporting any additional travel requirements
- Working with the Residency Manager to co-ordinate and communicate residents' schedules including group presentations, field trips and studio visits
- Assisting residents with household and research requests

- Supporting the production of exhibitions including sourcing materials, booking equipment and co-ordinating shipping
- Arranging technical, practical and hospitality needs for events
- Preparing the space for events
- Managing event guest lists and front of house
- Compiling attendance figures for the public programme
- Answering enquiries and preparing proposals and hire contracts for external events and hires of the building
- Co-ordination of external events including catering, front of house and technical requirements
- Interacting with visitors at all levels

Person Specification

The post will suit someone with excellent organisation skills and attention to detail with a creative spark who enjoys team work and has an interest in contemporary art. It may also suit a candidate aiming to establish a career in the contemporary arts, looking for an opportunity to work as part of a small team in a busy and varied work environment.

Required skills and experience

- Up to 2 years of voluntary or professional work experience in a relevant capacity
- Demonstrable interest in contemporary art, acquired through working or volunteering in a visual arts organisation, but potentially also from a relevant arts degree
- Good people skills
- Excellent writing and presentation skills
- Flexibility, adaptability and the ability to work independently, take initiative and be resourceful
- Excellent organization skills and the capacity to multi-task under pressure
- Current holder of an appropriate EU passport or a UK work visa with the right-to-work

SPECIAL CONDITIONS OF THE POST:

Flexibility with work hours, including out-of-office-hours activity (such as evening and weekend programmes /projects, etc.)

HOW TO APPLY:

Please send a CV and a personal statement (500 words max.) in one document in PDF format to info@delfinafoundation.com with **Administrative Co-ordinator** in the subject line.

Please name your PDF document with your name in this format: Surname, Firstname.

In the body of your email, please do not include any text of significance as the emails will not be reviewed by the panel, only the PDF document.

DEADLINE: noon on Monday 29th July 2019

PREFERRED START DATE: by Monday 2nd September 2019

Access: Delfina Foundation will make every reasonable adjustment to the office or to working arrangements so as to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application process.

Equal Opportunities: Delfina Foundation is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.