

FUSION ARTS

East Oxford Community Centre, Princes Street, Oxford OX4 1DD.
01865 245735 info@fusion-arts.org

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| Job Title | Fusion Arts Administrative Assistant |
| Terms | Part-time. 2 days per week - hoping to increase as role develops. Some flexible working is expected and encouraged (days can be worked across 4 days if useful regarding workload and other commitments such as childcare etc.) any questions do please get in touch. |
| Wage | FTE £19540 |
| Responsible to | Artistic Director |
| Purpose of Post | To provide administrative support to Fusion's staff team and to be the main point of contact and management for visitors to/users of the centre. |

Working Relationships:

1. Direct and day-to-day responsibility to the Artistic Director
2. Contact with centre users, project participants, artists, partner organisations and board members.
3. Close working relationship with the Artistic Director and team

Key Tasks

1. Administrative

- To assist the staff team in receiving phone calls, emails, visitors, opening and distributing post
- Undertake day-to-day administration as required, including the maintenance of an accurate information base and company archive material.
- To develop and maintain the company's filing and storage systems with colleagues.
- To provide support for the team in administrative tasks associated with the management of artistic programme and a community arts building.
- To be responsible for compiling and sending out all mailings.
- To support the team in preparing and distributing papers for quarterly Board of Directors meetings.
- To act as Minute Secretary at board meetings as required and disseminate information to the Board of Directors as required.
- To maintain all office equipment and be responsible for ordering supplies of art materials and office stationery.

2. Coordination

- To manage room bookings, contracts and keys.
- To develop new room bookings and centre income sources.
- To support the management and upkeep of the charity's space and equipment to a suitable standard.
- To liaise with landlords and suppliers.
- To support and communicate with stakeholders.
- To update company's website, monthly newsletters and social media accounts on a regular basis, and other communications as required.

3. Financial

- Maintain petty cash and liaise with and give information to bookkeeper in a timely manner.
- Take on invoicing duties as part of centre coordination.

3. Other

- The duties of the post may vary from time to time without changing the general character or the level of the responsibility entailed.

Fusion Arts Person Specification

| Specification | Essential | Desirable |
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| Experience | Of working in an administration role | Of working in participatory arts/community arts environment |
| | Understanding of equal opportunities issues | Of taking minutes at meetings |
| Knowledge | Of office systems | Of current Health and Safety procedures |
| | | Of Quickbooks accounting software (or other accounts management tools) |
| Skills | A high level of Computer literacy (Microsoft packages Word, Excel etc.) | |
| | Verbal and written communication skills. Numerate | An understanding of budgets and data processing/management |
| | Organisational skills and the ability to manage multiple priorities | |
| Qualities | Attention to detail | |
| | Ability to work on own initiative and as part of a small team | |