



## Programme Manager at The Art Station

- 4 days per week – including some evenings and weekends
- £31,000 pro rata
- Based on-site in Saxmundham
- Deadline for applications: 04/12/2022
- January 2023 start

### About Us

The Art Station is a small arts organisation, developing and supporting the creative industries in Saxmundham - a rural town in beautiful East Coastal Suffolk. By providing affordable creative space for local artists, makers and tech developers, alongside exhibition and event spaces, The Art Station is developing new networks in the region and provides access to unique creative opportunities. With a commitment to increasing cultural activity and making a positive impact, the Art and Learning programme offers new creative experiences for all ages, and volunteering and work experience for young people.

### The Role

A creative and enthusiastic individual who manages the day-to-day running and administration of an arts charity and the development of an exciting and busy Art and Learning Programme based at the old telephone exchange in Saxmundham, Suffolk.

You are interested in and aware of the positive value of contemporary art, the creative industries and rural regeneration. You show a commitment to developing a local arts organisation and have an interest in the benefits of art and creativity to health and wellbeing.

You are happy to use your initiative, pitching-in and helping with a range of tasks. Above all, you enjoy being part of a small team, including two part time roles (the Director and Programme Co-ordinator) volunteers, trustees and freelancers and associates sharing a space with resident artists and co-workers. Line management of the Programme Co-ordinator and other volunteers and associates will be part of your role.

You will be a confident writer and have experience making fundraising applications up to £25k, and with the relevant support and training be able to tackle more complex applications. You will manage the Art and Learning Programme (comprising of exhibitions, talks, residencies and workshops), general admin and co-ordination of the venue and its spaces.

Adept with multiple software programmes including Office365, Mailchimp, Wordpress, Google Analytics and relevant design software, your regular responsibilities will also include marketing, communications and developing and managing the website in liaison with developers.

## Responsibilities

- Co-ordination, administration and facilitation of the Art and Learning Programme.
- Fundraising re organisational development and programme and participating in training to gain specific fundraising skills. Working with the Director and Associate Fundraiser to maximise resource and effectiveness of applications and approaches.
- Research re evidencing good case for funding and development of the programme from a variety of sources including academic, local and regional policies.
- Management of planning, development and delivery of any elements of the programme, exhibitions, events, residencies, talks, tours etc in collaboration with the Director; including artist contracts, logistics, promotion and engagement.
- Line management of the Programme Co-ordinator, supporting them in their role – management of work placements and volunteers when part of the team.
- General management of the venue and studio spaces; managing rental contracts, invoices and access, liaising with contractors, ordering supplies or delegation of these tasks.
- Efficient management of day-to-day financial processes in liaison with accountants, uploading of receipts and invoices to the relevant software, communication with accountants to ensure end of year accounts are developed in a timely way.
- Effective marketing and communications including mailouts, social media management (in collaboration with the Programme Co-ordinator) and advanced website management and optimisation including SEO and audience analysis. Development and maintenance of contact databases with support from the Programme Coordinator and team.
- Utilising relevant design software to create promotional assets for programme events, consistent with branding guidelines
- Support development of The Art Station strategies, processes and associated documents in collaboration with the Director.
- Welcoming users of the creative hub – including co-working area, tech space and studios.
- Supporting and line managing any work placements and internships (Programme Assistants) in collaboration with the Director, to ensure these are a productive and positive learning experience for young people.

## Person Specification

- Ability to work effectively under pressure and prioritise workloads
- Interested in art, the creative industries and regeneration
- Ability to use initiative, self-manage and remain motivated
- Friendly, patient, practical and professional
- Experience working with the public
- Experience of managing 1 or 2 people
- Good writing and administration skills and attention to detail
- Experience using social media platforms
- Collaborative approach to working and a team player
- Happy to attend training in order to develop appropriate skills
- Enthusiastic and proactive
- Good telephone manner
- Meticulous attention to detail
- 5 years' experience at equivalent level administrative role



## Terms & Benefits

**Hours of work:** 4 days per week

**Located at:** The Art Station building, Saxmundham

**Salary:** £31,000 pro rata (0.8 FTE)

**Term:** 1 year

**Holidays:** 23 days per year plus bank holidays

**Incl:** Nest pension, 5 days sick pay at full pay

## To Apply

Please send your CV and a cover letter to [info@theartstation.uk](mailto:info@theartstation.uk) – any questions about the role can also be sent to this email, or please call 07927 770 421 to speak to Clare or Verity.

The deadline to apply is **Midnight on Sunday 4<sup>th</sup> December, 2022.**