



**GemArts**  
**Old Town Hall**  
**West Street**  
**Gateshead**  
**Tyne & Wear**  
**NE8 1HE**

**Telephone: 0191 440 4124**  
**Website: [www.gemarts.org](http://www.gemarts.org)**

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**GemArts** is part of Gateshead Visible Ethnic Minority Support Group, a unique charity set up in 1989 to provide support to black Asian and minority ethnic, refugee and asylum seeker individuals and families.

**GemArts** is an award winning, National Portfolio Organisation funded by the Arts Council England, and is a nationally recognised leader in the South Asian and diversity arts sector. GemArts is committed to delivering an ambitious and inspiring programme, producing work of the highest artistic quality, including providing a platform for artists of international significance, from the UK and abroad, to present their work to audiences in our region and beyond. As well as supporting and presenting work of established artists, GemArts has continued to support and deliver professional development opportunities for emerging and mid-career artists, and has proactively disseminated best practice advances through regional and national networks and platforms.

**GemArts** has expertise in staging large-scale arts festivals, events, concerts and commissions; and has built up an extensive database of people interested in the region's diverse arts scene. GemArts has a successful track record of working in partnership with flagship venues, places and spaces implementing bespoke audience and participant development initiatives, specifically working with those communities that are least engaged.

**GemArts** is committed to excellence in its participatory arts practice, particularly supporting artists working in the diversity arts sector. GemArts specialises in delivering innovative arts projects with disadvantaged and marginalised BAME, asylum seeker, refugee and wider communities, in estates and communities where there is minimal or no cultural provision; its work questions assumptions found within society, challenging artists and communities to continuously strive for excellence in the creative process to enable participants to produce exceptional art, and to explore the diversity and complexity of modern identities.

**Our Vision:** We believe the arts enrich the lives of individuals and communities through celebrating our shared cultural diversity – Raising aspirations, building stronger communities and breaking down barriers.

**Our Mission:** To increase equality of opportunity for everyone to engage with culturally diverse arts - as artists, producers, participants and audiences.

In a typical year we:

- programme over 30 high profile performances, exhibition and commissions
- work with around 300 individual artists across all art forms
- engage with over 14000 participants in our participatory arts programme
- attract over 50000 audience members from all communities to our programme

Further information about GemArts can be found at: [www.gemarts.org](http://www.gemarts.org)

## **Job Description**

**Job Title:** Administrator (Part Time)

### **Purpose of the Post**

There is now an exciting opportunity to join GemArts to provide administrative support and contribute to the smooth running of the organisation.

We are looking for a highly motivated and proactive person. The successful applicant will report directly to GemArts' Director and Board of Trustees, and will work closely with the Project Manager, Communications and Development Officer, staff and other volunteers.

### **Main Duties and Responsibilities**

The duties and responsibilities outlined below are intended to be an indication of the scope and nature of the post and are subject to review periodically through staff review and appraisal

- Provide support to the Director, Project Manager, Communications and Development Officer and other members of the trustees, management committee, staff and volunteers as required.
- Ensure effective and efficient company administration
- Undertake routine office duties, including dealing with the post, mailing, record keeping and filing, word processing and database maintenance.
- Maintain paper and electronic filing systems
- Be responsible for the organisation's administration and the implementation and maintenance of appropriate office systems and up to date financial records.
- Deal effectively and efficiently with enquiries and requests from members of the public, partner organisations and individual artists.
- Provide specific project support, including appropriate support of the planning process, contacting artists and participants, preparing schedules and itineraries, keeping up to date records, managing bookings and assisting at events and performances as required.
- Provide administrative support to meetings as required including board meetings – minutes, send out paperwork, diary management, room booking etc.
- Maintain the website/social networking sites/email newsletter and change images and content as required.
- Accept responsibility for appropriate behaviour regarding Health & Safety, Equality and Diversity, fair treatment of others and maintenance of high levels of customer service, as well as compliance with appropriate policies.
- Undertake other duties appropriate to the post and in line with the needs of the organisation.

**Person specification**

The key competencies (knowledge, skills, experience, qualifications etc) the post holder is required to demonstrate:

<b>Administrator, Arts and Development</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of routine office systems and procedures</li> <li>• Working knowledge of a broad range of IT applications</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the arts in regional or national context</li> <li>• Knowledge of specific art form</li> <li>• Understanding of the principles of diversity</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 2 years experience of working in a paid capacity in an administrative role</li> <li>• Experience of minuting meetings</li> <li>• Experience of letter writing and researching and drafting papers and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a paid or voluntary capacity in an arts or cultural organisation, local government or the voluntary sector</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant word-processing qualification or equivalent ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven administrative and organisational skills</li> <li>• Ability to work on own initiative, and prioritise a complex range of tasks with minimum of supervision</li> <li>• Communication skills, responding effectively both in person and over the telephone</li> <li>• Ability to write clearly and concisely</li> <li>• Proof-reading skills</li> <li>• IT skills and familiarity with a range of software packages, including word processing, spreadsheets, e-mail and web technology</li> </ul>	

**Behavioural person specification**

<b>Administrator, Arts and Development</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Managing information</b>	Seeks out and maintains up to date, relevant information and uses it effectively	
<b>Solving problems</b>		Analyses and solves problems and makes timely and informed decisions
<b>Teamworking</b>	Ability to work effectively within a	

	team and to grasp what makes teams work well	
<b>Personal learning</b>		Understands own strengths and weaknesses and is committed to personal learning and development
<b>Alignment, focus and planning</b>	Focuses own role on the needs of the organisation and decides priorities and plans how to achieve them effectively	
<b>Communication</b>	Conveys information effectively to internal and external audiences	
<b>Change</b>		Embraces sound new initiatives whilst retaining relevant current approaches
<b>Taking responsibility</b>	Takes responsibility for own actions and the outcomes that result	
<b>Achieving results</b>	Focuses activity and delivers as promised	

**Additional Information:**

**Location** - Based in GemArts office in Gateshead Old Town Hall, West St, Gateshead, NE8 1HE with occasional regional or national travel.

**Working Arrangement** - A Part-time employment contract for 2 days or 16 hours per week is offered for a 2 year fixed term period. Some work during evenings and weekends will be required at such places, as may be reasonably be prescribed by GemArts from time to time; time off in lieu will be granted for additional hours worked on a one to one basis.

**Annual leave entitlement** - 21 days per year pro rata

**Salary** – £15,405.00 pro rata plus pension

**Responsible to:** Director and Executive Committee

**Probation Period** - 1 months

**Notice period** - One week during probation period, rising to one month after successful completion of probation period

**How to apply for the post:**

Please send an up to date CV to [mick.kumar@adecco.co.uk](mailto:mick.kumar@adecco.co.uk) by 2pm on Friday 26<sup>th</sup> January 2018

**GemArts is an equal opportunities employer and welcomes applications from all members of society.**