



Communications and Admin Assistant Permanent part-time (3 days per week) Job Description

UP Projects Background

UP Projects commissions contemporary art for public places; engaging people of London, the UK and across the globe. We support artists to make work that has social relevance, encourages learning and enriches the public sphere. We believe in working collaboratively with others to do this.

We aspire to be world leaders in commissioning artists to create ambitious, progressive and socially relevant public projects that empower communities, inspire collaboration, influence policy and encourage learning for all.

We are guided by our **core values**:

LEARNING

Learning is integral to all that we do: we create learning opportunities for others and place the highest value on learning from our own work, as well as the work of others.

OPENNESS

We are open to collaboration, and to making our work as accessible as possible to people: conceptually, physically, geographically, considering disability and barriers to access.

INNOVATION

Providing an experimental platform for commissioning that challenges convention, questions our approach, supports risk taking and tests new ideas.

RELEVANCE

We are responsive to contemporary life and the diversity of the UK today. We consider social, political, geographical, technological, historical and environmental contexts to create work that has relevance to the places and communities that we work within.

We run a self-initiated programme of artist projects and commissions in publicly accessible places, as well as delivering cultural strategies, commissions and events with a range of partners.

UP Projects was established in 2002 by Emma Underhill (Director) and operates from a shared office in Shoreditch, London. UP Projects is a registered charity and governed by a Board of Trustees.

www.upprojects.com

Commissioning **artists**
Collaborating with **communities**
Encouraging **learning**
Rethinking public space

JOB DESCRIPTION

This is a new role with specific responsibility for social media and marketing support as well as general administrative and project support.

The role involves:

- **Marketing support** - Working with the UP Projects team to support and implement the organisation's marketing strategy.
- **Administrative support** - for the Office Manager and Director and Deputy Director.
- **Event support** - when required, for example assisting at workshops.

Marketing support

Working with the UP Projects team, you will support the delivery of the organisation's marketing strategy. You will work responsively to create content for a wide range of projects that explore different themes. You will work across all live projects, for example:

- *Constellations*, an artist development programme *This is Public Space*, a series of web commissions curated by UP Projects
- *Look on Me and Be Renewed*, an art and science collaboration with Mark King and Science Gallery London
- The Newham Trackside Wall commission, a public art project with Sonia Boyce and Crossrail working with communities in Newham

Your responsibilities will include:

- Leading on Social Media - researching, planning and scheduling social media content for UP Projects
- Website support - maintaining content and making updates to upprojects.com
- E-News support - collecting and collating content, populating and distributing newsletter.

Marketing support for projects where needed including the coordination of marketing materials such as printed flyers, posters or online collateral such as gifs or pdfs.

Administrative support

You will provide support to the Office Manager, Director and Deputy Director to facilitate the smooth running of the office. This will include assistance with:

- Diary management for the Director
- Meeting coordination including preparation and formatting of agendas and minutes documents.
- General office support including answering the phone, opening and distributing post, maintaining and ordering supplies, maintaining office tidiness etc.
- Preparation of presentation documents for the UP Projects team in InDesign, Word and PowerPoint.
- Maintenance of UP Projects database of contacts.

Event support

Assisting in the delivery and coordination of occasional workshops and events where needed (this aspect may need an increase of days if required and may require occasional evening or weekend working). This may include:

- Guest list coordination
- Venue liaison
- Participant/Attendee coordination
- Catering coordination
- Equipment hire and coordination
- Technician coordination

General

- Other tasks as agreed with your line manager
- Awareness of UP Projects values and to work with colleagues and partners in their spirit.
- Contributing towards the development of a professional working and learning environment within the organisation
- Keeping abreast of, and sharing internally, the latest developments in contemporary art practice and critical thinking in relation to art in the public realm
- Sharing internally the insights and learning gained from your work
- Contributing to developing a collaborative style of working

Equality:

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work and monitor it our annual Equality Action Plan.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Experience

- Experience of using social media platforms, in particular Twitter and Instagram to promote activity including ability to create and schedule posts.
- Experience of website content management systems

Skills, Knowledge and Abilities

- Strong IT skills, including Office based packages Word, Excel, Powerpoint, Outlook, Internet and databases.
- Knowledge and skills in using Adobe Creative Suite, in particular InDesign and Photoshop
- Ability to create images for social media and presentations.
- Ability to put together written content that can be applied to different marketing platforms including social media, newsletters, websites
- Excellent organisational skills, with the ability to effectively manage multiple priorities in a busy working environment
- Keen interest in contemporary and visual art
- Excellent written and verbal communication skills
- Excellent attention to detail
- Ability to confidently interact with all types of stakeholders face-to-face, on the phone and in event environments
- Ability to work well within a team

DESIRED EXPERIENCE (BUT NOT ESSENTIAL)

- Previous office experience
- Experience of diary management for others
- Experience of using databases
- Experience of supporting the production of events

The following are required of all roles with the organisation. However, you do not need to address these in your application.

- Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
- Willingness to work flexibly in response to changing organisational requirements.

TERMS

- The Communications and Admin Assistant will report to the Office Manager
- The role is a part-time position three days per week.
- Working hours are 10am - 6pm although occasional evening and weekend work may be required
- The salary is £18,000 - £20,000 pro rata subject to skills and experience
- 15 days holiday per annum not including bank holidays (pro rata based on full time equivalent of 25 days)
- The postholder's salary will be paid by UP Projects on a monthly basis, by BACS transfer
- Travel expenses outside London if necessary will be paid
- Probationary period of 6 months. Notice 2 months (1 month during probationary period)
- UP Projects will supply the postholder with a desk, computer and access to internet and phone at our office 19 Links Yard 29a Spelman Street E1 5LX.

To Apply

Applications should include:

- A comprehensive curriculum vitae.
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification and referring to our organisation's Competency Framework. (no more than 2 sides of A4).
- Notice period
- Names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).

NB. Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use your covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the person specification. **Where relevant use your answers to illustrate how your competences have helped you achieve positive results.**

During the selection and interview process, we will be assessing candidates against our Competency Framework. This is included in the application pack.

Selection Process

Closing Date for applications is: **Friday 11th May 2018 at 6pm**

Interviews will take place on: **Tuesday 22nd May 2018 (tbc)**

Please send your application by email to: **Tamsin Arrowsmith-Brown**
tamsin@upprojects.com