



Job Title: Administrator

Reports to: President, Council and Treasurer
Contract: 2 days (14 hours) per week, worked flexibly as required. The post-holder may be required to work evenings and weekends.
Location: Home based with regular attendance in Edinburgh.
Fee: £16 per hour
Contract: No overtime will be paid, however TOIL may be taken upon approval.
Fixed-Term for 12 months with opportunity to renew contract.
3 month probationary period.
Notice period 2 months for both employer and employee, 1 week during probationary period.
Holidays: This is a freelance post, so no paid holidays will be accrued.

Application Deadline: Monday 3rd April 2023, 9am

Send your application to: submissions@s-s-a.org with subject: 'Administrator Application 2023'

Enquiries email: admin@s-s-a.org

Job Description

The Administrator is responsible for general management of the day-to-day running of the organisation and management of an on-going programme of activities including the Society's Annual Exhibition. The Administrator also holds the formal post of Company Secretary as registered at Companies House. This position is a shared role and you will be working alongside another member of staff.

Key Responsibilities

Financial

- Support the management and record all financial transactions and payments
- Budgeting and monitoring cash flow
- Record membership subscriptions
- Processing art sales and payments to artists
- Support the preparation of information for Annual accounts

Administration and Governance

- Acting as point of contact for all enquiries
- Along with the President and Council maintain and implement all organisational policies
- Manage the scheduling and all Council and committee meetings including room bookings and refreshments where necessary and distribution of related papers
- Attend and minute all Council meetings including the AGM
- Manage call for nominations, voting and communication with candidates
- Manage correspondence on behalf of the President and Council
- Manage all SSA data in accordance with the Data Protection Act

Membership

- Manage and update membership database
- Produce monthly statistical reports on membership levels
- Deal with members' queries by email and occasionally in person or by phone
- Process new members applications
- Send subscription reminders to existing members where required
- Support members in completion of their profiles where required
- Collate and send regular members e-newsletters.
- Promote members news through social media channels and e-newsletters

- Send opportunity information to members where applicable
- Oversee applications for professional membership, voting and communication with applicants.

Exhibitions, Events, Residencies and Activities Programme

- With the President, Vice President and Council schedule and oversee the delivery of the annual programme.
- Manage the planning and delivery of the programme.
- Produce a project plan and detailed schedule to ensure timely delivery of activities.
- Monitoring the programme and exhibition budget
- Coordinate open calls to artists via the website and other external platforms
- Manage submissions and selection process via the Zealous platform
- Support President, Council and curators to deliver invited elements of the exhibition
- Coordinate the management of the selection and installation process
- Ensure clear communication with artists regarding getting their work to and from the galleries.
- Oversee contracts relating to the delivery of the exhibition
- Ensure clear communication between the SSA and partner organisations
- Coordinate accurate information for PR purposes

Annual Exhibition Specific:

- Manage the install schedule for the exhibition
- Manage the recruitment of volunteers for the selection committees and exhibition install
- Liaise with volunteers to ensure clear lines of communication
- Recruit, co-ordinate and train sales staff - the Administrator will be required to work on the Sales Desk for a minimum of two of their working days per week.
- Collate and produce labels, signage etc with support from the designer.
- Support production of the exhibition catalogue
- Produce a debrief document for circulation amongst Council members to inform development of future exhibitions.
- Coordinate systems and communications regarding awards and award sponsors
- Oversee preview and events including invitations, staff, refreshments.
- Process all exhibition sales and artist payments

Communications

- Manage and update the website
- Manage and update social media platforms
- Collate and distribute email newsletters to SSA members and the mailing list
- Oversee the SSA members Facebook group
- Manage and update relevant websites with SSA opportunities, exhibitions and events. ie Creative Scotland and SCAN

Archive

- Collate material and forward it to the archivist at the Dean Gallery
- Deal with queries regarding archive material

Exhibiting Societies of Scottish Artists (ESSA)

- To maintain contact with the Chairman and committee
- To attend meetings and occasionally take minutes
- To support ESSA initiatives

How to Apply

Interested candidates should submit the following documents by email:

- A letter of interest
- A current CV
- The names and contact details of two referees

Your letter of interest should be no more than 1 side of A4 and should outline:

- Examples of how you have undertaken similar key responsibilities
- How you meet the person specifications
- Why this position is of interest to you

Person Specification

	Essential	Desirable
Experience		
Proven track record and successful experience of producing and delivering creative projects, programmes and events	✓	
Demonstrable experience of solid financial management skills including evidence of developing and managing budgets and financial reports		✓
Demonstrable experience of working with a range of project partners, from artists to large organisations	✓	
Experience of coordinating teams including volunteers		✓
Experience of fundraising		✓
Knowledge and Understanding		
A detailed knowledge of the Scottish Visual Arts scene	✓	
Knowledge of Data Protection legislation		✓
A general knowledge of current funding streams and development opportunities		✓
An understanding of and interest in the kind of work presented in SSA projects		✓
An understanding of managing websites and social media	✓	
Skills		
High level skills in using Microsoft Word and Excel and Gmail	✓	
Good IT skills	✓	
Experience of using Wordpress		✓
Some design skills including knowledge of Adobe InDesign and Photoshop		✓
Clean UK driving licence		✓
Excellent written and oral communication skills	✓	
Excellent organisational and time management skills	✓	
Excellent people management and interpersonal skills	✓	
Proven ability to prioritise workloads	✓	
Disposition		
A complete finisher, pro-actively committed to getting the job done	✓	
Committed to quality and takes satisfaction in meticulous and consistent attention to detail	✓	
An ability to anticipate problems and issues before they arise	✓	
Committed to ensuring that people we work with have a positive experience	✓	
Adaptive and flexible under pressure	✓	
Can remain calm and friendly under pressure	✓	