



Job title: Arts Administration Assistant

Salary: £18,000 pro rata plus 3% pension
22.5 hrs per week over 5 days 9.30am – 2.30pm (0.5hr lunch break)

Contract: 1 year fixed term with potential for a permanent post subject to funding

Reporting to: Office & Finance Manager

Deadline for Applications: 10am on Friday 23rd March

Date for Interview: Please note that candidates selected for interview will be informed by Monday 26th March and that the interview date is Wednesday 28th March. Due to this short turn around we are able to offer Skype interviews for this position if candidates are not local or able to travel to SSW. Please advise in advance if you will be unable to attend on this date.

Date for handover: 17 and 18 April 2018

Purpose of role:

The Arts Administration Assistant is responsible for supporting the Office & Finance Manager (OFM) in the provision of robust financial and administrative services for Scottish Sculpture Workshop (SSW), be the first point of contact at reception and support an efficient and connected office environment.

Financial Duties

- To assist with the day-to-day financial requirements of SSW including purchases, payments, sales invoicing and preparing monthly bank reconciliations using Excel and Sage 50 Accounts.
- To assist the OFM/Director in accurate reporting procedures for accounting and project management purposes.
- To process orders for stock, materials and other relevant services as required and monitor stock levels.



- Liaise with and monitor the performance of relevant external suppliers including utilities contracts.

Reception

- To act as a first point of contact for incoming phone calls, welcoming visitors, dealing with incoming and outgoing post and deliveries and to ensure reception cover during office hours.
- Maintain high quality, professional and courteous relations with all internal and external contacts

Other Administration

- To assist the smooth running of the SSW office and to provide general administrative support to the staff team as required.
- To coordinate SSW courses and the booking/invoicing management thereof
- To be the first point of contact for public enquiries relating to: Open Access and Open Sessions, Commissions and other production services and ensuring these are then dealt with in dialogue with the wider SSW team
- To help maintain IT systems and equipment, and to assist with computer back-ups and updates
- Maintain and manage competent filing systems and document control/archiving.
- Assist the OFM with development and implementation of new /revised methods of data management.
- To attend and participate in bi-weekly staff meetings and produce minutes
- To assist with preparation for board meetings and attend those meetings to produce minutes
- To undertake other duties as may be required from time to time.

We ask that all duties are carried out in line with SSW's shared values statement and observes data protection laws.

SSW reserves the right to vary duties and responsibilities according to the needs of the organisation.



Knowledge and Experience

This is a great job opportunity for someone who might be new to working in the arts, has a keen eye for detail and ambition to develop a career in arts administration. On the job training will be provided including Sage 50 Accounts.

Education / Background:

- Experience in a similar role or previous accounts or administrative training
- SQA Highers/Standard Grades or equivalents in Accounts/IT/English/Maths (Training will be provided)

Skills

- Excellent interpersonal and communication skills
- Knowledge of accounting
- Effective written communication skills
- Good organisational skills and close eye for detail
- Competent ICT skills on PC – proficient use of Microsoft Office applications including Excel, Word and Access

Essential Qualities

- Honest and reliable
- Genuine interest contemporary art, SSW's work and facility and promotion of the arts more widely
- Ability to work effectively on their own and to use initiative
- Ability to work as part of a busy team
- Willingness to work flexibly

Desirable Qualities

- Understanding of web and social media networks and applications
- Experience of Sage 50 Accounts system (training will be provided)

Applications

All applicants should use our online application form (link is below) to apply and we advise you to complete your application offline until it is ready to be submitted, as



the contents of the form cannot be saved before submission. You will be asked to submit:

- A recent CV
- A 1 page (no more than 500 words) outline of why you think you are suitable for this role
- The names and contact details of two recent referees (including your most recent employer if applicable). Please note they will not be contacted until the job has been offered.

If you have problems using the online submission platform please contact email: admin@ssw.org.uk

About SSW

SSW is a 'thinking and making' facility based within the rural village of Lumsden, North East Scotland. Through artistic experimentation, collaboration and the sharing of ideas, tools and skills SSW empowers artists to make.

The core programme is formed through; the facilitation of artist residencies, the delivery of artists projects, a commitment to national and international partnership and the provision of public workshop facilities. SSW is dedicated to promoting dialogue that considers its rural locale within a globalised society.

The SSW website contains information about SSW's various projects, residency programme, schools and community activities to date and as such, will provide you with a good general overview of the organisation.

www.ssw.org.uk