

## JOB DESCRIPTION

Job Title	Courses & Gallery Administrator
Reporting to	General Manager
Job location	Anteros Arts Foundation
Hours of work	16 hours/week
Contract Type	Part Time

### Job Purpose

The Course and Gallery Administrator supports the opening of the building to the public by working on reception, works to maximize income through managing gallery hire bookings and uptake, and manages the timetable of classes ensuring a variety of art classes are on offer and that uptake is maximised. The role has responsibility for volunteer supervision.

### Main Duties

#### Work on Reception

Work in reception welcoming visitors and promoting Anteros' courses and exhibitions.

Act as a point of contact for all inquiries from visitors, artists, studio holders, tutors and the Merchant's House Café, including answering the reception phone.

Promote art and retail sales by keeping the shop space stocked up, ensuring all items are priced and well displayed, and encouraging visitors into the shop.

Responsible for taking cash and card payments.

Responsible for keeping the Reception area clean, tidy and up to date.

#### Gallery Hire

Receive and process all exhibition enquiries to maximize gallery hire income.

Carry out curation meetings to ensure all exhibitions are in line with the ethos of Anteros.

Work with the artists and Venue Hire Administrator to ensure the safe and timely installation of exhibitions.

Work with the Venue Hire Administrator to ensure deposits and payments are made in a timely manner.

	<p>Maintain the exhibition calendar and ensure the team are briefed on all bookings as needed, working with the Engagement Officer to ensure timely promotion of all exhibitions.</p> <p><b>Courses Management</b> Responsible for booking in tutors to run classes, both for the Anteros Diploma and one-off classes, ensuring all paperwork and risk assessments are completed, and course materials purchased.</p> <p>Work with the Engagement Officer to ensure timely promotion and maximize uptake of all classes.</p> <p>Be a point of contact for class attendees and diploma students.</p> <p>Responsible for ensuring all classes are set up and taken down in a timely and professional manner.</p> <p>Ensure all classes are evaluated.</p> <p><b>Volunteer Supervision</b> Supervise volunteer technicians and visitor welcome volunteers as necessary.</p> <p><b>Supporting General Manager</b> Act as a point of contact for Anteros when the General Manager is off, including responding to enquires, working with contractors and acting on any emergency building maintenance issues.</p> <p><b>Health and Safety</b> Follow all Anteros' policies and procedures and ensure all courses and gallery hires have signed risk assessments and comply with health and safety policies.</p>
<b>All post holders are responsible for</b>	<p>Working to the policies of Anteros Arts Foundation</p> <p>Promoting equal opportunities and diversity within all aspects of their work</p> <p>Complying with health and safety Regulations</p> <p>Carrying out additional duties where appropriate which may be allocated from time to time by the General Manager</p>
<b>Person Specification</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of event management</li> <li>• Excellent organisational skills</li> <li>• Excellent interpersonal skills</li> <li>• Demonstrable written and oral communication skills</li> <li>• Demonstrable customer service experience</li> <li>• Demonstrable cash handling experience</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent IT skills (to include Word, Excel, Powerpoint, Outlook, Wix and social media platforms)</li> <li>• Passion and respect for the arts, in particular fine art</li> <li>• Self-motivated and able to operate with minimal supervision</li> <li>• Experience of working in a team and independently</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of volunteer management</li> <li>• Experience of working for a charity or within the arts</li> <li>• Working knowledge of marketing including poster design and social media</li> <li>• Experience of art classes and lesson plans</li> <li>• Experience of managing health and safety at events e.g. risk assessments</li> </ul>
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<b>General</b>	<p>Anteros Arts Foundation reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.</p> <p>The statements contained in this Job Description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including other functional areas to cover absences of relief, to equalise peak work periods or otherwise to balance the workload.</p> <p>Because of the nature of the work for which you are applying this post is exempt from the provisions of <i>Section 4(2) of the Rehabilitation of Offenders Act 1974</i>, by virtue of the <i>Rehabilitation of Offenders 1974 (exceptions) Order 1975</i> and the <i>Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986</i>, the <i>Police Act 1997</i> as amended by <i>Part V of the Protection of Children Act 1999</i>.</p>
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