



## ActionSpace

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[www.actionspace.org](http://www.actionspace.org)

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Marketing &amp; Admin Assistant</b>
<b>SALARY:</b>	<b>£19,500 pro rata per annum</b>
<b>ANNUAL LEAVE:</b>	<b>25 days per annum pro rata, plus national holidays</b>
<b>HOURS:</b>	<b>21 hours per week (3 days. Exclusive of 1 hour lunch break per day)</b>

ActionSpace was launched in the 1960s and established as an independent charity in 1984. Our aim is to support the creative and professional development of artists with learning disabilities and to create innovative, exceptional and unique projects that provide London's learning disabled community with opportunities to engage with the visual arts. We are an Arts Council England National Portfolio Organisation (NPO).

We are seeking an enthusiastic Marketing & Admin Assistant who can bring ideas and initiative to ActionSpace. This role is the first point of call for all communication and enquiries. The principal aims of the role are to assist the General Manager to grow and develop ActionSpace's marketing and communication strategy and provide a high level of administrative support company-wide.

**Term:** This is a fixed term contract for 1 year, with a three-month probationary period.

**Relationships:** Reporting to and accountable to the General Manager. Working alongside the Studio Assistant.

**Place of Work:** The Marketing & Admin Assistant will be based in ActionSpace's head office in Holborn, which is also the location of our North London studio. He/she will be required to travel to our South London studio in Clapham, East London Studio in Newham and attend meetings around London as necessary. Any extraordinary travel expenses outside the London area will be covered by agreement in advance.

**NB:** Due to the nature of this post, the post holder is required to have a DBS check. This can be undertaken for the successful applicant if necessary.

## **Duties and Responsibilities:**

### Marketing

Assist the General Manager with the communication of specific events and exhibitions, raising the profile of the organisation, and reinforcing the ActionSpace brand.

- Write and distribute the monthly newsletter.
- Keep the ActionSpace website up to date with news, events and images.
- Support the artists and artist facilitators to keep the artist pages on the website up to date.
- Implement bespoke marketing strategies for public exhibitions and events.
- Implement a strategy to raise the profile of the organisation within the visual arts sector.
- Implement the organisation's social media streams, aiming to build relationships and contacts, as well as a general audience.
- Using ActionSpace's templates, create eflyers and print, and strengthen the ActionSpace brand.

### Press

Assist the General Manager in developing and maintaining strong links with relevant press.

- Maintain a press list relevant to ActionSpace's various projects.
- Write, distribute and follow up press releases as part of the marketing strategy.

### Office Administration

Ensure the smooth running of the ActionSpace office and be the first point of call of communications and enquiries into ActionSpace.

- Deal with general enquiries via phone and to info@ email address.
- Be responsible for the upkeep and tidiness of the ActionSpace office.
- Deal with incoming and outgoing post, and deliveries and collections by courier.
- Monitor stationery, and general office supplies, and replenish stocks as required.
- Ensure IT equipment is serving purpose, and arrange necessary office equipment and IT repairs.
- Liaise with the General Manager, other ActionSpace staff and Cockpit Arts staff regarding any issues with the building and to book meeting rooms.
- Create and distribute monthly invoices for all Artists attending Studio Projects, and assist the General Manager in ensuring invoices are fully paid.

### Supporting the Delivery of the Programme

Together with the Pastoral Care Co-ordinator, Studio Assistant and General Manager, to ensure the smooth running of all the projects.

- Provide administrative services to the Artist Facilitators, including ordering materials & equipment.
- Organise delivery and collection of artwork.
- Work with Artist Facilitators to ensure space to store artwork for exhibitions and events.

### Data Management

Assist the General Manager to ensure data is kept up to date and inline with data protection legislation.

- Keep up-to-date anonymous attendance and equalities data on all participants, staff, volunteers and audiences to be used for funding applications and reports.
- Work with the Pastoral Care-Coordinator to collect image consent forms from participants.
- Ensure monitoring information about audiences is collected and collated.

- Champion the company contacts database, ensuring it is being kept up-to-date with accurate information, and work with the General Manager to ensure it is fully protected against a security breach.

General and Miscellaneous

- To take on other reasonable tasks, such as research projects requested by the Co-Directors.
- To act as an ambassador for the company and its work.
- To deputise for the General Manager as required.

**PERSON SPECIFICATION – MARKETING & ADMIN ASSISTANT**

	CRITERIA	ESSENTIAL/ DESIRABLE
1. Education and Experience	Educated to degree or equivalent	D
	At least six months experience of working in an administrative role	E
	Experience of marketing at an arts and/or cultural organisation	E
	Experience of managing strategically managing social media channels	E
D Skills/Abilities	Excellent computer skills, preferably with Macs	E
	Excellent communication skills, with the ability to communicate and work alongside people from different sections of the community both face to face and on the telephone, particularly those with a learning disability.	E
	Ability to manage a demanding workload with changing priorities.	E
	Strong initiative to find and implement practical solutions to problems.	E
	Ability to work within a small staff team, including freelancers.	E
	Excellent attention to detail and understanding of how this fits into the larger picture.	E
	Skills with using Adobe Creative Suite	D
4. Additional Requirements	Flexibility during times of high work demand and the ability to work occasional evenings and weekends (for which time off in lieu will be given)	E