

JOB DESCRIPTION
Senior Administrator

London, UK
Full-time, 5 days a week

PRINCIPAL PURPOSE OF THE POST:

- To work with the Directors and team to create and ensure a welcoming and professional environment at our newly opened Asymmetry HQ
- To manage and coordinate the smooth day-to-day running of our operational, financial, and administrative tasks and needs
- To provide critical knowledge and structural support towards the organisation of our events

KEY RESPONSIBILITY AREAS:

General administration

- To take the lead on high-level administrative affairs related to this post, including annual return to Charity Commission, building and running accounts related to charity banking and sponsorship licensing, etc.
- To contribute to all necessary reporting on the work of the foundation such as annual reports, trustee meetings and minutes, etc.
- To develop and manage workplans and timelines as needed to ensure that Asymmetry meets and completes all tasks on time
- To facilitate and input into project planning and strategic thinking
- To record work processes and maintain a 'data-trail' of work in keeping with good practice
- To store and file copies of all works necessary

Office and Building Management

- Management and maintenance of the physical space at our HQ, a multipurpose space in a RIBA-nominated modern building, located in London Fields
- Management of furnishment, lease agreements, insurances for employees, public health and safety, risk and liability
- Management of the day-to-day running of the building, including overseeing maintenance and repairs; maintaining an inventory of supplies

including the ordering and stocking of stationery, furniture, technical equipment, kitchen, and cleaning products as required

- Coordination and execution of finances, including requesting quotes, invoicing, processing payments, documenting expenses for staff members, reconciling petty cash and maintenance and preparation of book-keeping for external accounting and auditing
- Organisation of administrative processes including the online and hard copy files such as Fellow and Scholar records, staff records, contact databases, postage, and shipping organisation, etc.
- Providing a first point of contact for visitors, telephone, postal and email enquiries to Asymmetry Art Foundation. This includes collecting and distributing the post, managing the info@ email account, answering enquiries, and forwarding relevant emails to members of the team

Workplace, residency and public programme support

- Coordination and management of itineraries of Fellows and Scholars, serving as information point for their questions regarding travel, visa, arrival, transfers, accommodation, health insurance, etc.
- Working with the team to ensure smooth arrivals and departures of Fellows and Scholars, including short residencies at the HQ, general organisation, welcome packs, introductory tours, and provision of any additional travel equipment
- Coordination and support in organisation and execution of events that include networking events, dinners, frame programmes, such as talks, screenings, etc.
- Arrange hospitality needs for events including catering, equipment hire, travel and/or reservations
- Management of logistics, such as hotel, transport, and dining arrangements
- Managements of frame programme for networking, receptions, dinners, and parties

Team Management

- To work as part of the team in the day-to-day running of the foundation; taking on tasks that might be outside this specific job role when needed
- To upward-manage the team, ensuring that objectives and deadlines are reached within the appropriate context
- To line manage any temporary or junior staff, especially for events
- To prioritise work that has 'knock-on' effect on others in the team and organise duties around other competing tasks

REQUIREMENTS:

- Up to 2-3 years of voluntary or professional work experience in a relevant capacity or the motivation to learn new skills quickly
- Excellent organisational and communication skills and the capacity to multitask under time pressure

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- Proficiency in computer and software skills
- Knowledge in managing and supervising finances, budgets, and book-keeping
- Good people skills
- Flexibility, adaptability, and the ability to work pro-actively and independently, to take initiative and be resourceful
- Demonstratable interest in contemporary arts and culture, acquired through either working or volunteering in a visual arts organisation or through personal interest
- Current holder of an appropriate UK/EU passport or a UK work visa with the right-to-work

The successful candidate will work in a small but dynamic and active organisation, within a small but supportive team with very close contact to our network of Fellows and Scholars, our partner institutions, and their practitioners, including curators, writers, critics, scholars, and artists. The candidate will vitally contribute and shape the foundation's vision, mission and values, while promoting our meaningful work to advance a more inclusive and global understanding of contemporary art and curatorial practice. Our newly opened Asymmetry HQ is a multipurpose space, based in a RIBA-nominated modern building in London Fields, and offers an excellent environment for teamwork and team building where many of our internal and external will take place.

We encourage applications from all backgrounds, communities, and industries, and we are committed to having a team that is made up of diverse skills, experiences, and abilities. To apply, please send your CV and a personal statement (500 words max.) in one document in PDF format to info@asymmetryart.org with the job title and your name as subject line.

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Applications now open.

Preferred start date: immediately; flexible; spring 2023