

## JOB DESCRIPTION

### Office Administrator

Part-time 2-3 days a week,  
with opportunity to develop into full-time

#### PRINCIPAL PURPOSE OF THE POST:

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

#### KEY RESPONSIBILITY AREAS:

##### Office and Building Management

- Coordinating the move into a new residency and workspace, including management of furnishment, lease agreements, insurances for employees, public health and safety, risk and liability
- Managing the day-to-day running of the building, including maintenance and repairs, maintaining an inventory of supplies including the ordering and stocking of stationery, furniture, technical equipment, kitchen, and cleaning products as required
- Financial coordination including requesting quotes, invoicing, processing payments, documenting expenses for staff members, reconciling petty cash and preparation of book-keeping for accounting and auditing
- Organising administrative processes including the online and hard copy files such as Fellow and Scholar records, staff records, contact databases, postage and shipping organisation

- 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

#### Residency, workplace, and public programme support

- Coordinate and manage 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 organisation, welcome packs, introductory tours and provision of any additional travel equipment
- Coordination and support in execution of any events that include networking events, dinners, fringe programmes, such as talks, screenings, etc.
- Arrange hospitality needs for events including catering, equipment hire, travel and/or reservations

#### General administration

- To take the lead on high-level administrative affairs related to this post
- 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 contribute to all necessary reporting on the work of the foundation such as annual reports, PPTs to the committee members, etc.
- 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

#### 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 years of voluntary or professional work experience in a relevant capacity
- Excellent organisational and communication skills and the capacity to multitask under pressure
- Proficiency in computer and software skills

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- Knowledge in managing and supervising finances, budgets, and book-keeping
- Good people skills
- Flexibility, adaptability, and the ability to work independently, take initiative and be resourceful
- Demonstratable interest in contemporary art, 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 supportive team with very close contact to our network of Fellows and Scholars, to institutions and their practitioners, including curators, writers, critics, scholars, and artists. The candidate will vitally contribute and shape the professional and welcoming environment of our new residency and workspace, while promoting our meaningful mission to advance a more inclusive and global understanding of contemporary art and curatorial practice.

To apply, please send your CV and a personal statement (500 words max.) in one document in PDF format to [info@asymmetryart.org](mailto:info@asymmetryart.org) with the job title as subject line.

Apply by Friday, 26.11.2021  
Preferred Start Date: January 2022

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