

RESIDENCIES AND AWARDS ASSISTANT – JOB DESCRIPTION

Fixed Term: 01 November 2017 – 01 October 2019

Remuneration: £21,000 (Full Time)

This post is being promoted as a paid fixed-term contract, as an alternative to an internship, in order to benefit artists and/or cultural workers get the experience that they need to launch their careers through the provision of paid entry-level employment in the arts.

Acme is a charity which exists to support artists. We do this by providing affordable studios, housing and residencies and awards.

Acme is presently England's largest provider of artist studios, providing 880 artists space to work across a portfolio of 17 buildings. Our ethos is to be open and inclusive - any artist who can demonstrate a professional practice can apply for an Acme studio and these are allocated according to time on our waiting list. In 2017, we launched the Acme Artist Housing Programme which provides up to 22 residential studios on five-year fixed rent tenancies to artists who can demonstrate transformational impact for their practice and financial need.

The Acme Residencies and Awards programme extends this ethos by providing opportunities for graduate, emerging and mid-career artists. The programme is substantial and operates in partnership with a wide range of organisations and individuals, UK and international. This year Acme, along with our partners and donors, will support 52 artists through a variety of programmes and residency types.

The R&A Assistant is a new role. It has been created both to support the work of the Residencies and Awards Programme and enlarge the paid employment opportunities we provide to artists. The post is being promoted as a paid fixed-term contract, as an alternative to an internship, in order to benefit artists and/or cultural workers get the experience that they need to launch their careers through the provision of paid entry-level employment in the arts. The aim is to provide an opportunity to a motivated and qualified individual who would not have the financial means to pursue unpaid internships in the arts.

MAIN PURPOSE OF THE JOB

Under supervision and direction of R&A Programme staff the R&A Assistant is responsible for:

General Administration

- Scheduling meetings and liaising with residency artists and Acme staff.
- Assistance with R&A Communications (database updating, drafting newsletters, photography, social media management).
- Updating property maintenance logs and basic administration tasks (filing etc.).
- Collating R&A programme monitoring and evaluation information.
- Attendance at and minute writing for R&A and Acme meetings.
- Attendance at Acme events.
- Carrying out any duties as may from time to time be requested by CEO or other Acme staff.

Properties

Preparation of artist residency studios and accommodation including;

- Liaising with artists and contractors for scheduled artist changeovers.
- Inventory checking, ordering and arranging deliveries.
- Contacting utility companies, providing meter readings, providing access to contractors.
- Liaising with repairs, utilities and cleaning contractors to book and inspect work.
- Setting up studios and accommodation for incoming residency artists.

Programming/Visiting Artists

- Responsive artist liaison, via email, telephone and in person, as directed by R&A staff.
- Researching events and creating artist schedules for visiting artists.
- Attendance at and assistance with occasional R&A artist events.
- Photography of artists, studios and events or other documenting activity.

PERSON SPECIFICATION

Essential requirements

- Confidence in use of standard desktop computer packages (Microsoft).
- Interest in providing opportunities and support for artists.
- Good written and verbal communication skills.
- Good administrative and organisational skills.
- A good level of numeracy.
- Ability to manage priorities; responding quickly, effectively and flexibly.
- Ability to provide a positive and professional service to artists and colleagues.
- Ability to remain calm and resilient under pressure and manage competing demands.

SUMMARY OF TERMS AND CONDITIONS

Position:

Residencies & Award Assistant (Fixed Term, November 2017 – October 2019)

Name and address of employer:

Acme Artists Studios Limited,
44 Copperfield Road, Bow, London, E3 4RR

Place of work:

44 Copperfield Road, Bow, London, E3 4RR and nearby residency properties.

Remuneration:

£21,000

Days and hours of work:

9:30am - 5:30pm, Monday-Friday (flexible, times to be agreed.)

Annual leave:

28 days

Probationary period:

3 Months

APPLICATION PROCEDURE & INTERVIEWS

Please provide a cover letter (one pages maximum) and CV (one page maximum) with two referees who can be contacted upon offer of employment. The cover letter should outline your suitability for the above position and the impact that employment at Acme would have on your current circumstances.

Email applications to: Lea@acme.org.uk

Application Deadline: 17:30 GMT Tuesday 17 October 2017

Interviews Held: Thursday 19 October 2017

Position Start: As soon as possible