

P/T Arts Administrator

Devizes Outdoor Celebratory Arts (DOCA)



Salary: £8580 pro rata (£21450 full time) 15 hours per week with occasional weekends

Application Deadline: 4th June 2021

Job title: Arts Administrator

Responsible to: Artistic Director/Board of Trustees

Based at: Flexible working with a combination of remote working, Hot desking in Devizes and on site at events when needed.

Until May 2022 with likely continuation for 12 months funding pending with a 2 month probation period.

Devizes Outdoor Celebratory Arts (DOCA) is an exciting outdoor arts charity adopting its current name in 2012 though has roots going back over 100 years.

We aspire to present ambitious and ground breaking work that brings International and National work to Devizes and the surrounding area to engage our audiences and participants in new ways.

Our work has of course been on hold due to the Pandemic but our regular programme of key events are set to return over the coming months:

Devizes Carnival – returning in 2022 a traditional event currently undergoing an overhaul injecting new energy into this already vibrant event. Aspiring to deliver a range of workshops in schools.

The Festival Week includes:

Picnic in the Park – A music event with family workshops

The International Street Festival – normally a two day outdoor arts Festival with live music & diverse International acts and street food located in Devizes Town Centre. (one day in 2021 and UK focused)

The Colour Rush - A 5k mixed terrain colour run which this year will be held in conjunction with the Street Festival and end in the Market Place though is normally combined with our Confetti Battle which will return in 2022.

Winter Festival & Lantern Parade – Includes a large programme of workshops in local schools and other venues working towards a large parade with 100's of lanterns, lighting installations, street food market and Christmas Light Switch on.

In 2022 we plan to reintroduce events that are not currently possible, these include: **Confetti Battle:** Confetti Battle which is a large scale confetti battle with fair ground and installation or performance elements.

Devizes Festival of Winter Ales – Working in partnership with Stealth Brewery we deliver a two day festival with cabaret entertainment and live music.

We take on additional project work when the opportunity arises; we embrace partnership working and seek to be support the outdoor arts sector through commissioning new work and supporting emerging artists.

DOCA is funded through a combination of earned income, sponsorship and grants, with the most significant being from the Local Town Council and from Arts Council England.

DOCA is a registered charity lead by a Board of Trustees, supported by volunteers known as Festival Makers.

We are looking for an enthusiastic and committed individual to take on the role of administrator to this arts organisation working closely with other seasonal staff such as a Volunteer Coordinator or project staff and artists as well as our Trustees and Artistic Director.

Job Description :

- **Keep our files in order:** provide general administrative support and assistance to the organisation. Keep records and prepare documentation needed to support the Artistic Director and Event Support and Development worker. Collate evaluation data ready for reports. Ensure our data is protected appropriately.
- **Social Media and web Ninja:** Support marketing and communications through print and social media for events throughout the year, updating our website and making sure all our communications are on point. Assess our online effectiveness and make recommendations to improve it. Co-ordinate and manage our print distribution
- **Shop ‘til you drop:** Work with our Treasurer and other staff to ensure we have all the appropriate materials for our workshops and events in line with our budgets. Manage the office, supplies and manage stock for all our events.
- **Keep our Office and systems ship shape:** To act as first point of contact for enquiries. Update policies documents/files/correspondence with the support of the team. Keep an eye on our production schedules and event paperwork – keep us on track.
- **Roll up your sleeves:** Get involved in our events when needed, be hands on and up for anything. Maybe support a community workshop or prepare materials for collection, rummage in our store on our muddy allotment site and ensure all our stock is in order.

- **Make our Markets shine:** co-ordinate our festival markets, through our booking system, from application to event. Liaise with stall holders and venue staff and be there on the day so it all runs like clockwork.
- **Be part of the family:** Welcome our volunteers, be kind and flexible, get involved, come with ideas, inspire us and help us grow so that you can.
- **Be proud:** Act as an ambassador for the organization when representing DOCA at all times.
- **And of course:** Any other duties as required from time to time

Essentials

- Good working knowledge of Microsoft Office packages, wordpress, Paypal social media, freeware such as Canva, Photopea, Eventbrite and ticketing software.
- An understanding of brand management.
- An organised approach to record keeping and information sharing
- Resource management skills
- Ability to work with a range of community groups, schools, and to encourage participation in DOCA's events
- Experience of working with volunteers, artists, schools and public with a good understanding of customer and clients needs
- Good analytical and communication skills

Desirables

- Previous experience or an enthusiasm for arts based work with a good understanding of evaluating and reporting methodologies
- Own transport and be able to move around the local area quickly at short notice.
- A team player with a flexible approach

Outline of proposed pay and conditions

Title of post: **Arts Administrator**

Salary: £8580 pro rata for 15 hours per week (equivalent to full time salary of £21450), plus pension at 3% P.A.Y.E.

Contract: 15 hours per week until May 2022 with potential extension (subject to funding) commencing as soon as possible

Holiday 11.2 days or 28 days including Bank Holiday's pro rata'd

For further details and an application form please visit our website
<https://www.docadevizes.org.uk/administrator/>

Contact Information

Recruitment timeline

Advertised from 21st May 2021

Closing date for applications – 4th June 2021

Short listing complete by 11th June 2021

Notification of interview 16th June 2021

Interviews between 21st and 25th June

Candidates notified by 28th June

Start date: soon as possible

For further details and an application form please visit the website www.docadevizes.org.uk

Location of interviews to be confirmed

Contact Information

If you would like to have an informal chat about this role please contact Loz Samuels –
Artistic Director – 07500786541