

P/T Arts Administrator

Devizes Outdoor Celebratory Arts (DOCA)



Salary: £14,040 22.5 hours per week plus £702 pension (£21840 full time pro rata)

Application Deadline: 12th August 2022

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.

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

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

Recovering from the Pandemic we are entering an exciting time building a new team and looking forward to a bright future.

We have a number of core events through the year including,

Picnic in the Park – A music event with family workshops.
Devizes Carnival

The International Street Festival – a two-day outdoor arts Festival with live music, diverse international acts and street food located in Devizes Town Centre.

The Colour Rush - A 5k mixed terrain colour run and Confetti Battle.

Confetti Battle: a large-scale confetti battle with fair ground and installation or performance elements.

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

Devizes Festival of Winter Ales – Working in partnership with Stealth Brewery we deliver a one 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. We are 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, working closely with our Volunteer Coordinator, Assistant Artistic Director and Production Support, project staff and artists as well as our Trustees and Artistic Director.

You will be the lynch pin of the team; we will need you to...

- **Keep our Office and systems ship shape:** To act as first point of contact for enquiries. Provide general administrative support and assistance to the organisation. Update documents/files/correspondence with the support of the team. Keep an eye on our production schedules and event paperwork – keep us on track. 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. You'll be a whizz with Later.com, Adobe Creative Suite, Canva, Mailchimp and more
- **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 stock and resources for all our events.
- **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, volunteers 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.
- **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, scheduling tools and analytics, freeware such as Canva, Eventbrite and ticketing software.
- An understanding of brand management and continuity.
- 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 client's needs
- Good analytical and communication skills
- Flexibility, though we don't expect you to do handstands you'll need to be available for our events to give admin support and work flexibly to fit around the demands of the role and with the rest of the team. Additional days will be available when appropriate.

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: Salary: £14,040 plus £702 pension (£21840 full time pro rata) 22.5 hours per week with occasional weekends

Contract: Until May 2023 with potential extension (subject to funding) commencing as soon as possible, with a 2 month's probation period
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 22nd July 2022

Closing date for applications – 12th August 2022

Short listing complete by 15th August 2022

Notification of interview 16th August 2022

Interviews on 18th of August 2022

Candidates notified by 22nd August 2022

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 Ashley Peavor – Artistic Director – 07500786541