

Job Title: Administrative, Communication & Projects Coordinator

Details: 12 Month Contract; Fulltime 5 days per week

Pay: Dependent on experience between £24-£27k per annum

Responsible to: Managing Director (MD), Yinka Shonibare Foundation; The Board of Trustees, Yinka Shonibare Foundation.

Strategic Relationships: Guest Artists Space (GAS) Foundation Directors; Shonibare Studio Staff

Location: To be based at Shonibare Studio in Hackney, London (subject to Covid restrictions) with the flexibility to work some time from home.

Role Summary

To provide day to day administrative support to the Managing Director of Yinka Shonibare Foundation and the Trustees. You will be pivotal in supporting them in the management, co-ordination and delivery of strategic projects and events. You will work with the MD to develop and deliver visual and written communication for fundraising, new and ongoing projects and other activities. To act as the "brand guardian" for the Yinka Shonibare (YSF) Foundation, Guest Artists Space Foundation (GAS) and Guest Projects Digital (GPD) generating a consistent approach to design and brand messaging across all key communications platforms.

Key Duties & Responsibilities

Communications

- Maintain marketing and communications functions across the Foundation, GAS and GPD.
- Work closely with the MD in devising and delivering a communications strategy for 2021/22 GPD summer season, the launch of GAS and YSF Fundraising
- Write press releases for projects, residencies and related events
- Draft and design content for e- newsletters and e-flyers and all social media channels
- Managing the content for the YSF, GAS and GPD website, ensuring information is kept up to date
- Create and update the image and video database, obtain permissions and copyright clearance for images and maintains accurate credit lines
- Setting up and maintaining the Customer Relationship Management CRM database, integrating this into the website for the donor pages, contacts and newsletters.
- Coordinating, assembling and archiving press materials, sharing programme and event information on third party websites and with press to ensure wide dissemination of the organisations' activities
- Compile digital activity statistics and analytics, online survey and data collection, and prepare regular evaluation reports for the Board and funders
- Assisting with the preparation of presentations for internal and external communication, fundraising and engagement events
- Assist the MD with web development, design and print production processes from start to finish including the use of external designers and suppliers

Project and Events Coordination

- Taking responsibility for co-ordinating or carrying out project work as required, current projects include website development, fundraising activities, Guest Projects Digital summer programme and evaluation, integration of new CRM system.
- Managing project reporting for Project Committees, subcommittees and the Foundation Board, including compiling, formatting and issuing reports, meeting minutes and maintaining project trackers, action lists and other key administrative documentation, on the server and other project software as introduced and keeping projects on track and to programme
- Monitoring and ensure project budgets are organised, kept up to date and all monthly invoicing and expenses are logged on finance software
- Arranging Curatorial Panel meetings, organising any call-out's or invitations, creating and posting submission requirements online, organising all applications and sending them to the members of the judging panel for consideration, and coordinating follow up emails informing both successful and unsuccessful applicants
- Producing contracts based on YSF and GAS templates and guidance for the residencies
- Manage and update the project budgets in accordance to the financial policy and guide
- Ensure health and safety, safeguarding, safe and respectful digital media guidance, contract terms and conditions are met on all projects and events
- Being a point of contact and information for project and event coordination
- Organise and maintain the inventory of equipment and software, all login's, subscriptions and sourcing additional software materials and physical tools/resources
- Liaise with MD on the development of an evaluation framework then coordinate and lead the evaluation and post residency archive with participants
- Work closely with the MD to develop events and projects to the highest possible standard, including working with other colleagues to deliver on time and on budget
- Coordinate event logistics and production including managing transport and insurance; marketing and press content; catering and entertainment; set up and technical running of the event
- Coordinate and liaise with project stakeholders, partners, artists and collaborators

Fundraising and General

- Research requested may include fundraising, corporations and donor prospects
- Assisting the MD with funding applications and donor management
- Basic bookkeeping, invoicing, data input using Xero
- Be prepared to work outside of normal office hours in the delivery of events and project activities and for some overseas travel
- Contribute to and participate in a collaborative working environment, including team discussions, workshops and other conversations
- Actively seek to implement the Foundations equal opportunities policies, financial procedures and health and safety policies
- Any other reasonable responsibilities

Person Specification

Competencies Essential

- Thorough with strong attention to detail, high level of accuracy and strong problem-solving skills
- Excellent command of English language, copywriting and proofreading skills
- Personable but professional and confident, able to communicate and liaise with a range of artists, collaborators, trustees, partner organisations, donors and friends at all levels
- A confident self-starter with the ability to work independently, as well as closely with a small team

- Efficient and willing to continuously explore ways to improve effectiveness
- Empathy with and understanding the Foundation's mission and values
- Skilled in establishing priorities, coordinating multiple complex projects simultaneously and meeting deadlines
- A flexible/versatile approach to ensuring every project's success
- Excellent record keeping and administrative skills
- Computer skills: Experienced proficiency in Office 365, Adobe Acrobat, Photoshop and InDesign

Experience preferred

- Devising and implementing creative projects including developing and managing budgets
- Demonstrable design, digital marketing and social media skills applied in an arts context
- Demonstrable experience of website content management
- At least 2-3 years + experience outside of further education
- At least Degree level in associated fields of study or equivalent work experience

Competencies Desirable

- Some experience of fundraising or working with a charity
- Knowledge and interest in contemporary international and African visual and interdisciplinary creative practice
- Knowledge of diversity and inclusion best practice
- Knowledge of GDPR compliance or willingness to learn
- Basic video editing skills using iMovie or Adobe Premier
- Basic bookkeeping (Xero is a plus)
- Good working knowledge of CRM systems (Salesforce is a plus)

This job description sets out the main requirements of the post but is not prescriptive nor an exhaustive list of duties and responsibilities. The post holder is expected to work flexibly within the general provisions of this job description. Other duties may be assigned either permanently or temporarily which are considered to be within the general remit of this role.

We encourage and welcome applications from the broadest range of people possible who live and able to lawfully work here in the UK and meet the criteria and competencies set out above. The successful applicant will be selected purely on how well they fit the person specification as judged by their application content and performance at the interviews.

How to Apply

Please submit a covering letter and CV (no more than 2 pages each) as soon as possible to cv@roseartsmedia.co.uk

Final Deadline: 11.59pm BST on Wednesday 12th May 2021

Two stage Interviews will commence weeks beginning 17th and 24th May via Zoom (subj to Covid restrictions lifting this may be in person).

Appointed person to start ASAP where possible.

For further information on the organisation: www.yinkashonibarefoundation.com

Please see our other organisations and social media links on the site.

Please contact Rose on 020 3355 5601 for any other query