

27 September 2022

Dear Applicant,

Thank you for your interest in the post of Operations Administrator. This application pack includes an introduction to V.O Curations, the purpose of the position, a job description and a person specification.

To apply please email **opportunities@vocurations.com** with a cover letter and CV. Please use the subject line: Operations Administrator.

The deadline for applications is **6pm BST on Monday 24th October**. Interviews for shortlisted candidates will be held on week commencing **31st October**.

The successful candidate must be available to commence the role by November.

With warm wishes,

Zina Vieille and Nnamdi Obiekwe
Directors, V.O Curations

About V.O Curations

V.O Curations is an arts organisation dedicated to supporting emerging and underrepresented artists through affordable studio spaces, exhibitions, residencies and events. V.O Curations spans three Central London locations in Mayfair, Angel and Tower of London, hosting over 200 artists in affordable studios, responding to the changing ways in which they are working and the acute rent increases in the capital. In 2021, V.O Curations opened its headquarters at 56 Conduit Street, which is the site for its residency programme and gallery, alongside 70 artist studios. This location in Mayfair reinforces their commitment to connecting emerging artists to distinctive networks and resources, and to develop creative projects and collaborations, that push bold ideas and engage with urgent issues.

OPERATIONS ADMINISTRATOR

Job Title:	Operations Administrator
Responsible to:	Operations and Facilities Manager
Work hours:	Full time (Monday-Friday 10am to 6pm with a paid hour lunch break); occasional weekend/evening working; no overtime but time off in lieu.
Contract Type:	Fixed Term Contract
Probation period:	3 months
Annual Leave:	22 days annual leave per annum in addition to public holidays
Salary rate:	£25 - 28k per annum, depending on experience
Start Date:	November 2022

OVERVIEW

We are looking to recruit a dynamic and self motivated candidate to ensure the smooth running of the organisation's activities by providing effective administrative support and acting as Front of House to the organisation when necessary.

We require someone who is customer focused, with excellent communication and interpersonal skills, confident when working with financial data and accounting information, and who has a passion for problem solving. You must be proactive and able to manage your own time and workload to meet both individual and team targets. Attention to detail is also a key requirement of the role.

This is the perfect opportunity for a highly organised individual with excellent administration skills. The successful candidate will be organised, diligent and possess strong IT skills. You will be a confident administrator and an effective communicator in the V.O Curations team.

KEY TASKS AND DUTIES

Administration

- Monitor and respond to enquiries across various email inboxes and systems
- Coordinate maintenance contractors where necessary, and ensure records are up-to-date
- Collate information to support reporting and evaluation, including artist surveys, and collating statistics from applications and other data
- Maintain policy documents, company handbooks and procedures
- Support the Studio, and Exhibition & Residency departments with logistics and administration
- Coordinate external communications, including mailouts, newsletters etc.
- Maintain and update relevant pages on the organisation's website and web presence

Operations

- Operate as Front of House when necessary and conduct visits for studio lettings
- Ensure office/public spaces are well presented and maintained, and order stationery, furniture, technical equipment, and cleaning products where necessary

HR

- Ensure job adverts for new hires are uploaded to external sites
- Draft and administer contracts of employment as per organisation templates
- Manage Annual Leave allowances and approvals in coordination with senior management

Finance

- Receive and monitor invoices submitted by department heads
- Responsible for submitting invoices and payments to a cloud based accounting system for bookkeeper to prepare for departmental and management approval
- Create payment beneficiaries and initiate payments to 3rd party vendors and suppliers with the organisation's bank, for senior management to review and approve
- File physical receipts, invoices and important documents across departments
- Liaison with department heads and/or responsible team member(s) to keep project budgets up-to-date

PERSON SPECIFICATION

Essential experience and attributes

- Excellent communication skills, both written and verbal, and ability to deal with a wide range of people at all levels.
- At least 4 year's administration experience
- Experience of prioritising workloads, time management and dealing with conflicting deadlines
- Proven experience of establishing and maintaining administrative systems
- Meticulous with excellent attention to detail when managing, preparing and filing paperwork
- A highly organised individual
- Confidence with numbers
- IT literate with a good working knowledge and capability in using Microsoft suite and database softwares
- Competency with use of accounting software, e.g. Xero
- An understanding of and affinity with the mission, vision and work of V.O Curations