

NEWCASTLE ARTS CENTRE

Job Title: Arts Trust Coordinator

Reports to: Managing Director and Board of Trustees

Hours: 30 hours per week (0.8 FTE / 4 days)

Holiday: 22.5 days per annum including bank holidays

Salary: £17,600 - £19,200 depending on experience (£22,000 - £24,000 FTE)

Term: One year fixed term, with the aim to make the role permanent. Three months probationary period.

Arts Trust Coordinator Overview

This is an exciting new role created to enable the growth and stability of Newcastle Arts Centre Trust as we continue to increase the use of our spaces and deepen our engagement with the wider arts and culture sector. We're looking for someone who can support the organisation by providing invaluable administrative support to the Trust, promote and manage the use of our spaces, coordinate our events, and seek to identify further opportunities for the Arts Centre. We would love for the person taking this role to develop it further and make it their own, aiding the long-term strategy of the Trust and the Arts Centre as a whole.

Brief Description of Newcastle Arts Centre and Its Activities

Newcastle Arts Centre is a not-for-profit enterprise comprising trading company Newcastle Arts Centre Limited and registered charity Newcastle Arts Centre Trust Limited. Located in the city centre on Westgate Road, the Centre was established in 1981 and has enjoyed a sustained presence as part of Newcastle's artistic community.

Newcastle Arts Centre Trust is responsible for the programming of the NAC Art Courses, NAC Gallery and the Black Swan Basement Bar & Venue, the hire of studios and conference facilities, and short term lets to the creative industry of No.55 Westgate Road.

Newcastle Arts Centre Limited runs the three shops, 'Details' art materials store, the Craftshop, the Frameshop; the Black Swan Bar and the Jazz Café. It manages the site for the Centre comprising seven listed buildings around a central courtyard, with five commercial lets. It is responsible for all aspects of the day to day running of the site and its staff.

Job Description & Person Specification

Job title	Arts Trust Coordinator
Department	Office
Objectives of the role	<ol style="list-style-type: none"> 1. Smooth running of Trust administration. 2. Increase the use and revenue of our spaces for hire. 3. Support and coordinate Trust event activity. 4. Seek to identify opportunities within the arts and culture sector, with a view to develop these alongside the Board of Trustees, such as funding opportunities, partnerships and collaborations.
Key tasks	<ol style="list-style-type: none"> 1. Ensure smooth running of the Trust's Administration. Schedule diary invites, share papers and minutes, record minutes and action requests from Trustees. Maintain up-to-date records of all Directors for Companies House and the Charity Commission. <p>Work closely with the Trust Secretary and Accounts Administrator to provide management reports to the Board of Trustees. Support with Trust payroll, annual return and Trust bank account.</p> <p>Regularly discuss core policy development with the Board of Trustees, ensuring all members of the Trust strive to follow its specific duties and safeguard the Trust's values. Keep up-to-date with key policy changes in areas such as risk assessments, safeguarding and fundraising in line with the Charity Commission.</p> <p>As the main point of contact for the Trust's eight art studios and their tenants, you will be required to update contracts annually, maintain records and provide a monthly account summary to the Financial Administrator for invoicing.</p>

	<p>General office support for the Centre, such as answering phone calls and email enquiries.</p> <p>2. Develop marketing campaigns and promotional materials to increase use and revenue stream of Trust spaces for hire, and promote Trust activities. Update Newcastle Arts Centre website with related news and contribute to social media management. Develop a regular Arts Centre newsletter and maintain the mailing list for Trust activities.</p> <p>Manage and coordinate customer bookings, understanding requirements for each event. Work closely with the maintenance team and Black Swan Venue Manager to ensure spaces are correctly set up. Welcome hirers and participants, providing refreshments and equipment where necessary. Support Financial Manager to ensure timely invoicing.</p> <p>3. Event promotion across Centre socials and mailing list. Distribution of flyers and posters and dissemination of event information to stakeholders, local businesses and online publications. Event coordination support where required.</p> <p>4. Represent Newcastle Arts Centre at cultural events such as Creative Central NCL, NE1, and HE/FE institute events; fostering relationships with potential stakeholders and raising further awareness of the Centre and everything we have to offer.</p> <p>Work to identify funding opportunities within the arts and heritage sectors, to share with the Board of Trustees for potential funding, partnerships and collaborations.</p>
Skills Required	<p>Essential:</p> <ol style="list-style-type: none"> 1. Keen interest in arts and culture 2. Demonstrable administration and/or coordination experience 3. Working knowledge of Google Suite, Outlook, Wordpress, Mailchimp, Photoshop (or Canva)

	<ol style="list-style-type: none"> 4. Ability to learn quickly and work well under pressure 5. Excellent verbal and written communication skills 6. Excellent time management, able to meet deadlines 7. Motivated professional approach and attitude 8. Confident and friendly in manner with a flexible approach to work 9. Commitment to healthy and safe working environment <p>Desirable:</p> <ol style="list-style-type: none"> 1. An understanding and commitment to equality, diversity and inclusion 2. Knowledge of Charity Commission policies and procedures 3. An understanding of non profit governance
Responsible for	Student placements
Reporting to	<p>Day to day management: Managing Director Mike Tilley</p> <p>Delivery of the objectives of this role: Board of Trustees</p>