

# NEWCASTLE ARTS CENTRE

## JOB DESCRIPTION: ART COURSE COORDINATOR MARCH 2024

**Job Title:** Art Course Coordinator

**Reports to:** Managing Director and Company Secretary, Newcastle Arts Centre Trust

**Hours:** 22.5 hours per week (3 days) including some evening work (preferred days of work: Wed, Fri, Sat). Wednesday evening and Saturday daytime are essential during course hours.

**Holiday:** 17 days per annum including bank holidays

**Salary:** Starting salary £25,000 (pro rata £14,040)

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

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### 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 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.

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.

## **Job Description**

With your knowledge and experience of different mediums of art-making, you will be responsible for developing the programme of art courses for the Centre. This role requires a capable and enthusiastic administrator to coordinate up to 30 art tutors across the programme and up to 40 participants each week.

The Art Course Coordinator is part of a valued Office Team and reports directly to the Managing Director and the Company Secretary.

This role moves between the different departments in order to coordinate the courses and support events successfully, therefore, you must be a confident communicator able to work well on your own and as part of the Centre staff.

Excellent customer care is essential as you will be dealing with members of the public by phone and email when taking bookings for the courses. Proficient IT skills are also required for the administration of this role.

As Art Course Coordinator you will be encouraged to develop the programme of courses that we offer to the public, adding new tutors/mediums and growing the number of course participants across the year. Evaluation and measurement procedures must be in place.

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## **Principal Responsibilities**

### Art Course Coordination

- Devise, budget and manage a varied course programme
- Liaise with art tutors to confirm and contract
- Organise the course diary and disseminate programme information to the Centre teams
- Coordinate with Details Art Materials and course tutors for the provision of materials for each course
- Plan and implement advertising of course programme
- Liaise with accounts team for the payment of tutors
- Inform and oversee maintenance team with room set up requirements for each course
- Find and manage Life Models for weekly Life Drawing sessions
- Process bookings and payments for each course, refund requests and course vouchers; updating the course booking lists and product pages accordingly
- Digital design of vouchers, printing and distribution
- Send and oversee feedback forms to participants after each course, feeding back to office team

## Marketing

- Create promotions and content for art courses (website blog, Mailchimp newsletters)
- Design leaflets and flyers alongside the office team / graphic designer
- Update the Centre's social media platforms with course information (Instagram and Facebook)
- Update website with latest news and promotions
- Contact press with details of upcoming courses

## Event Support

- General office admin assistance: providing general admin support to the director and company administrator, answering enquiries by phone or email, opening and distributing the Centre's post
- Gallery events and exhibitions: provide technical support, organise potential tie-in workshops
- Oversee the office building during work hours, including on-site assistance to studio holders, room hirers and North of England Art Club
- Assist with conference room, meeting room and studio hire bookings, setting up of rooms with agreed-upon layout, equipment and refreshments when needed

## **Person Specification**

### Essential

- A keen and workable interest in the arts: an arts degree or three years experience in the sector or similar role
- Excellent interpersonal and customer care skills
- Proficient in Google Drive programs (sheets, docs, forms)
- Ability to work quickly and efficiently on your own and as part of a team
- Availability to work Wednesday evenings and Saturday daytime
- Confidence in managing a large team of freelance artists

### Desirable

- Proficient in Wordpress navigation, Mailchimp, Yoast SEO and Adobe Photoshop
- Possess a contact network of potential art tutors

### Personal Qualities

- Confident and friendly in manner with a flexible approach to work
- Self motivated and highly organised