

ARTS CATALYST

INTRODUCTION

Mission

Arts Catalyst commissions and produces cross-disciplinary art and research. We generate new ideas, conversations and transformative experiences across science and culture, engaging people in a dynamic response to a changing world.

About us

Based in London and working nationally and internationally, Arts Catalyst is one of the UK's most distinctive arts organisations. Expanding the interrelationships between art, science, technology and society, we aim to bring complex subject matter – from the local to the planetary – into the public consciousness through contemporary art. Recognised as a pioneer in this field and a leader in experimental artistic and curatorial practice, we are renowned for our curatorial flair, scale of ambition, and critical acuity.

We commission artworks and projects by artists at pivotal stages in their careers, and initiate visionary long-term co-inquiries between artists, curators, scientists and communities into contemporary matters of concern. We produce provocative, playful, risk-taking work, underpinned by extensive research and dialogue between artists, scientists and academics. Our activities encompass exhibitions, public realm projects, research, workshops, forums, performances, and publishing. Central to our work is our support for artists and the extension of artistic practice into domains normally associated with science and specialist research.

Since 1994, we have commissioned over 150 artists' projects. We work with experts from leading arts and science organisations such as Tate, Natural History Museum, BALTIC, European Space Agency, Barbican, Royal Institution of Great Britain, British Antarctic Survey and Central Laser Facility, and many universities.

In January 2016, Arts Catalyst's Centre for Art Science & Technology opened in King's Cross, London. This space enables us to present exhibitions and events, develop new projects relevant to our local communities, and acts as a hub for our national and international programme.

ARTS CATALYST

Development & Events Coordinator (3 days per week)

Reports to:	Executive Director
Hours:	Part-time - 3 days per week
Salary:	£13,200 per annum (£22,000 pro rata)
Workplace:	Arts Catalyst Centre for Art, Science & Technology 74-76 Cromer Street, London, WC1H 8DR
Duration:	Fixed-term contract - 30 months

JOB DESCRIPTION

Purpose of the Job

This new position is funded by Wellcome Trust on a 2.5 year basis. There is the potential for the position to be extended, subject to further fundraising.

The Development and Events Coordinator will provide vital support to the organisation, through securing income and assisting with programme delivery. Working closely with the Executive Director and Artistic Director, they will undertake a range of income generation and fundraising activities, including seeking partnerships and funding from higher education, companies, trusts and foundations, and developing patron and friends schemes. They will assist the with events and programme delivery, including research, event management, and documentation and evaluation of activities.

Working primarily with the Executive Director and Programme Curator, as Arts Catalyst is a small organisation, the postholder will also work closely at times with the Artistic Director, Communications Officer, artists, freelancers, and associates.

The position will suit someone who has worked in arts administration and/or arts marketing. Training in fundraising and development will be provided.

Main Duties and Responsibilities

Fundraising and Development:

- Researching, helping to prepare, and coordinating funding applications.
- Ensuring deadlines and grant conditions are met, including evaluation reports.
- Working with the Artistic Director to develop strategic higher education partnerships that can provide support (financial and in-kind) for the organisation.
- Researching potential new trusts and foundations, partners and supporters.

- Researching philanthropic activity and commercial objectives of companies that may cross over with Arts Catalyst's mission, and making approaches.
- Coordinating development meetings and preparing/distributing printed materials.
- Coordinating membership and patrons' schemes in line with data protection, including keeping databases accurate and up to date.
- Coordinating supporter and cultivation events.
- Administering donations and enquiries from donors, and maintaining accurate records and acknowledgement of donations and Gift Aid.
- Coordinating communications with funders and partners via supporters newsletters, event invitations, and social media.

Events and Production:

- Supporting the Programme Curator with events and programme delivery.
- Researching programme materials and costs.
- Assisting with documentation and programme evaluation, liaising with the Communications Officer to ensure photographic, audio or video documentation of events, as appropriate, and that evaluation forms are available at events and exhibitions, briefing invigilators, and working with the team to improve and analyse evaluation data.
- Assisting artists in preparation for workshops and public activities.

Other Responsibilities:

- Answering face-to-face, general telephone and email enquiries.
- Providing general office administrative support, including filing, archiving, photocopying, minute-taking as needed, and maintaining necessary administrative and operational systems as required (e.g the server, google drive)
- Occasionally assisting with preparing and delivering marketing materials, including proof reading and research
- Being aware of and working within the guidelines of the organisations' policies and procedures, including equal opportunities, child protection, vulnerable adults and health and safety, as well as environmental policy.
- Acting as an ambassador for the organisation.
- Attending staff, programme and board and development committee meetings.
- Undertaking other appropriate duties as may be reasonably required.

Person Specification

Required

- At least 1 to 2 years professional work experience in a relevant capacity
- Strong knowledge and understanding of the UK contemporary art sector, ideally acquired through working in a visual arts organisation, but potentially from a relevant arts degree
- Demonstrable skills in event planning applied in an arts context
- Fluent using both Mac and PC technology
- Skilled at handling data in online databases for web content and mailing lists
- Basic video editing skills using iMovie or similar free editing software/cloudware

Desirable

- Experience working in a team on successful fundraising campaigns and bids
- Experience in a fundraising and development role, which may include higher education funding

- Experience using CiviCRM database software or other CRM software
- Experience using SurveyMonkey online survey software
- Confident social media user, including knowledge of Facebook and Twitter

Essential Competencies

- Thorough and detailed approach to work
- Excellent command of the English language, both written and verbal
- Personable and confident communicating with a range of artists, scientific collaborators and partner organisations
- Passion for contemporary visual arts and interdisciplinary arts
- Able to work well in a small team
- Efficient and willing to continuously explore ways to improve effectiveness
- Empathy with Arts Catalyst's mission and values
- Professional approach, with high degree of accuracy

Terms and conditions

Job Title:	Development and Events Coordinator
Reports to:	Executive Director
Hours:	Part-time 3 days per week (or equivalent hours)
Salary:	£13,200 per annum (£22,000 pro rata)
Workplace:	Arts Catalyst Centre for Art, Science & Technology 74-76 Cromer Street, London, WC1H 8DR
Period of notice:	One month in writing
Probation period:	2 months
Duration:	Fixed-term contract - 30 months

Access: Arts Catalyst will make every reasonable adjustment to the office or to working arrangements so as to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application process.

Equal Opportunities: Arts Catalyst is committed to being an equal opportunities employer. We welcome applications from all sections of the community.