

**Role: Administrator, Chisenhale Art Place**  
**Hours of work:** Full time, 35 hours a week  
**Location:** Chisenhale Art Place, Chisenhale Road  
**Salary:** £25-£30k per annum (depending on experience)  
**Contract:** Permanent  
**Reporting to:** Executive Director

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### **ABOUT CHISENHALE ART PLACE (CAP)**

Chisenhale Art Place (CAP) is an arts education charity in East London. It occupies a special position in London's East End, providing valuable space for the production and experience of contemporary visual arts and dance – all under one roof.

It is home to three distinct initiatives – Chisenhale Dance Space, Chisenhale Gallery and Chisenhale Studios – with each operating unique programmes that enable emerging and established artists and dancers to develop, experiment and make exceptional work. And in turn, creating extensive opportunities for audiences and communities near and far to participate, learn and engage.

### **Overview of Role**

The Administrator will provide essential support across governance, operational and public programme activity of the organisation. The postholder will also be responsible for the administration of membership within Chisenhale Art Place and the day-to-day running of the office and building operations.

### **Duties and Responsibilities**

#### **Business and Strategic Planning: Support:**

- Supporting the Executive Director in the implementation of CAP's Mission, Vision and Values
- Supporting the Executive Director in ensuring the organisation achieves its charitable aims and the goals of its members, funders and other stakeholders.

#### **Member Administration:**

Support the Executive Director in the smooth membership management of the 40 artist studios and the two member organisations (Chisenhale Gallery and Chisenhale Dance Space).

- Advertising space vacancies in a timely manner, taking the lead in arranging selection panels
- Induction of new studio artists to include Rules & Regulations and H&S procedures
- Managing Licence Agreements
- Induction within CAP of new operational staff at member organisations
- Managing the diary for the Education Studio/Meeting Room and preparation of room

#### **Governance Administration:**

- Gathering and distributing Board meeting papers
- Organising Board meetings and refreshments
- Taking and circulating BOD meeting minutes
- Enrolling new trustees with Companies House and inducting new trustees
- Managing Trustee Declarations of Interests and Code of Conduct
- Supporting the delivery of the AGM, arranging rooms and catering, preparing and distributing presentation and papers.

**Office Management:**

- Managing the running of the CAP office
- Setting up and maintaining office systems
- Supporting the recruitment of staff and freelancers, organising advertisements and scheduling interviews.
- Managing CAP IT systems and processes
- Supporting the updating of the website look and function.
- Maintaining the petty cash box and transactions.

**Operations and Building Administration to include:**

Supporting the ED in the day-to-day operations of the CAP building:

- Being the first point of contact for members to report maintenance issues.
- Liaising with the general maintenance person on work that can be done 'in-house'
- Organising external contractors for other maintenance work such as electricians, locksmiths and plumbers.
- Coordinating safety tests of fire alarms, emergency lights, fire extinguishers, PAT and Fixed-wire testing.
- Organising on-site first aid and fire marshal training for members.
- Supervising cleaning of communal areas
- Undertaking occasional simple maintenance tasks
- Ordering supplies as required

**CAP's Public Programme Support:**

Support CAP's Programme staff in delivering activities that advance the public and community benefit of Chisenhale Art Place.

- Supporting administration of the public programme, including collaborative events taking place across the whole building
- Contributing to funding applications, grant reporting and administration
- Contributing to audience attendance figures and Social Value reporting
- Promoting activities and events via social media and other means

Other tasks as reasonably required.

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**Person Specification:**

- Experience in administration, with the ability to set up and maintain administrative systems and procedures.
- Experience of building-based operational matters, with the practical ability to organise maintenance and repairs.
- Ability to prioritise workload, to meet competing demands and deadlines.
- Demonstrable attention to detail with high level of accuracy.
- Proactive and collaborative, with the dual ability to work on own initiative and provide support as required.
- A strong team player, with ability to communicate diplomatically at all levels.
- Good IT skills, both software and hardware.
- Good social media skills in a business setting.
- Creative and practical approach to problem solving.

**Equality, Diversity & Inclusion**

We are looking for people who reflect the diversity of Britain, to help us shape and change the arts, cultural and education sectors and make them more relevant to the communities and places with which we work. Disabled people, those from a global majority background and LGBTQ+ colleagues are under-represented in our industry, and we are committed to addressing this under-representation and welcome applicants from these backgrounds, identities and experiences.

### **Environmental responsibility**

We take our role in trying to minimise our impact on the environment seriously and recognise the importance of championing and influencing change within our organisation, through partner collaboration and across all our activities.

### **Data Protection**

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration then please notify us by emailing: [andrea@chisenhale.co.uk](mailto:andrea@chisenhale.co.uk)

### **Terms and benefits:**

Standard working hours are Monday to Friday, 10am to 6pm with an unpaid hour for lunch. The Administrator is expected to be onsite at least four days per week and is able to work from home one day per week if desired.

Occasional early starts at 8am will be required to meet with contractors, as will evening attendance at Board meetings until 8.30pm four times per year. The start and finish times on those workdays will be adjusted accordingly. Time off in lieu will be given when additional hours are required.

Full time staff receive 28 days annual leave, including bank holidays.

The role is subject to a three-month probationary period. Following successful completion, the notice period by either party will be four weeks.

A pension plan is available, currently through NEST. A monthly 8% contribution will be made, consisting of 3% by the charity and 5% by the employee.

Employee professional development and training is encouraged and each employee is eligible for an annual training budget to be used as agreed during regular reviews. Employee wellbeing assistance is also externally available for all staff.

### **Application Process**

To apply, please submit a covering letter outlining your interest in the role and how your skills and experience meet the job requirements. Your letter must be no more than 750 words and should include details of two current referees.

Please also submit a current CV, with the two documents combined into a single PDF. Please label this document with your first name and surname followed by ADMIN, and email to [recruitment@chisenhale.co.uk](mailto:recruitment@chisenhale.co.uk) . using the subject line "Administrator Application".

Please also complete our Equality & Diversity Monitoring form [here](#), once your application is submitted. It is anonymous and not connected to your application.

**Deadline for applications is 12noon on 8<sup>th</sup> January 2024.**

**First interviews are planned for week of 22 January 2024. (update: confirmed for Monday 22<sup>nd</sup> January, approx. 11am – 6pm)**

**Please note that the Chisenhale Art Place office will close for the holidays at 6pm on 21<sup>st</sup> December and will reopen 3<sup>rd</sup> January 2024. Any queries should be directed to [andrea@chisenhale.co.uk](mailto:andrea@chisenhale.co.uk)**