

EAAF Administrator

Reports to: Director of East Anglia Art Fund, Executive Committee and Trustees
Location: EAAF Office, Shirehall, Market Avenue, Norwich, NR1 3JQ
 01603 493668 www.eastangliaartfund.org.uk
Hours: 22.5 per week (flexible)
Salary: Starting at £24,500 Full Time Equivalent

The East Anglia Art Fund (EAAF) was established over 30 years ago to support excellence in visual arts exhibitions and education in our Region. The EAAF Administrator works closely with an energetic Director to make EAAF a lively charity that is richly rewarding for our members and able to support exciting projects across Norfolk and Suffolk. We are looking for an individual who will keep a calm hold on the day to day administration of the charity's office and relish opportunities to engage with members and events. The hours are flexible and can be adapted to personal circumstances, although time in the office at Shirehall will be required as will attendance at key meetings and some events.

Your application should include your current CV (not exceeding two sides of A4) together with a covering letter highlighting how your experience particularly equips you to meet the specification and responsibilities outlined below.

Please submit your application by email to info@eastangliaartfund.org.uk
 Or in hard copy to EAAF, Shirehall, Market Avenue, Norwich NR1 3JQ

Application Deadline: 5pm Friday 25 February 2022

Interview Date: Wednesday 9 March 2022

It is anticipated that the successful applicant will be available to start with EAAF in April 2022. This is an indefinite post, subject to a probation period of 6 months.

PERSON SPECIFICATION –

The EAAF Administrator will need to demonstrate the following qualities and skills:

- Excellent IT skills - experience of working with Microsoft Office: Outlook, Word, Excel and PowerPoint
- Experience of website support, including editing web pages
- Competent financial administrative skills
- Well organised, with excellent problem-solving and multi-tasking skills – handling multiple projects and deadlines, remaining calm
- First Class interpersonal and communication skills

JOB DESCRIPTION –

Administration

- Day to day running of the small office
- Recruit, support and work with volunteers and interns
- Support the Director with the updating of website and social media
- Organise and record meetings of the Trustees and Executive Committee
- Support the Director with other administrative activities as required

Finance

- Work with Treasurer and Director to deliver the secure administration of EAAF finances
- Provide Treasurer with monthly Receipts, Payments and Petty Cash records
- Manage EAAF payments as required – by Cheque, Debit Card or BACS
- Keep accurate records of all transactions, updating internal systems
- Keep an ongoing record of EAAF financial commitments

Membership

- Act as first point of contact for membership enquiries
- Generate correspondence for new members – both electronic and postal
- Deal with all renewals - online, standing order and cheque - for Members, Corporate Sponsors, Fellows and Patrons
- Maintain membership database, keeping accurate records that comply with good practice guidance - including data-protection, security of financial information and equal opportunities
- Help with the planning and organisation of the varied EAAF Events Programme, attending events when possible and engaging warmly with members

Occasional Responsibilities

Scholarships

- Support the Director in the selection and administration of the Dubery Brogden Scholarships
- Liaise with NUA colleagues in the maintenance of the Scholarship Programme
- Maintain correspondence with scholarship recipients

Norwich Castle Open Art Shows (every 3 to 4 years)

- Attend preparatory meetings with Castle colleagues and liaise throughout the organisation and duration of the exhibition
- Support and assist the submission process, troubleshooting when necessary
- Support Castle colleagues with the administration of delivery and collection of artworks
- Administer artwork sales - recording payments and liaising with colleagues, artists and purchasers

For Further information please call the EAAF office on 01603 493 668
or email amanda.geitner@eastangliaartfund.org.uk