

Royal Academy Schools Administrator
Royal Academy Schools
£20,000 pro rata, fixed term contract (2 months with possible extension)

The Royal Academy Schools is the oldest independent art school in the UK and has up to 55 students enrolled in Europe's only 3-year postgraduate course in Fine Art. The RA Schools' postgraduate programme is studio-based including all contemporary art media. The programme includes a breadth of lectures, artist talks, group critiques and tutorials given by leading contemporary artists, Royal Academicians, critics, writers and theorists.

We are currently looking for a supremely well-organised administrator to support the Schools. You will have existing office administrative experience and an advanced knowledge of MS Excel, Word and Outlook 2010. This role requires a significant amount of writing, including formal minute taking, so you must have first class written English skills.

Well presented, friendly, diplomatic, articulate and confident, you will possess exceptional communication skills to quickly build strong working relationships both with internal colleagues, freelancers and visitors.

This is a very varied role with a high volume of complex and deadline driven tasks, you will need to be able to work at pace and with a high level of accuracy. You will need to be proactive and forward thinking in your approach, with a real aptitude for prioritising your work.

A genuine interest and knowledge of the visual arts and enthusiasm for the work and objectives of the Royal Academy of Arts is an advantage.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the ***How to Apply*** section of the Careers page on our website: <http://www.royalacademy.org.uk/careers-at-the-ra>

Candidates must be available to start work on 25 August 2014 and able to commit for at least 8 weeks.

Closing date for applications
Interviews

19 August 2014
21 & 22 August 2014

JOB DESCRIPTION

Job Title: RA Schools Administrator
Department: Royal Academy Schools
Reports to: RA Schools Programme and Alumni Relations Manager

BACKGROUND TO THE ROLE

Situated in central London, the Royal Academy Schools offers an unparalleled opportunity for students to develop their work over a three year postgraduate programme. As the oldest art school in Britain, the RA Schools may be steeped in history but remains at the forefront of contemporary art, spearheading a new generation of international artists.

MAIN OBJECTIVE

Provide assistance to the Programme & Alumni Relations Manager to deliver all administration of the Royal Academy Schools.

MAIN DUTIES

- Act as first point of contact for all enquiries through telephone, email inboxes, voicemail, correspondence and visitors to the Schools. Respond to enquiries from the general public, staff and students including admissions, programme information, life drawing buyers, gallery contacts, contractors and maintenance workers, facilities, committee members, visiting staff etc.
- Maintain integrity of RA Schools database consisting of students, staff, visiting staff, sponsors, donors, suppliers, alumni, guest lists in liaison with the Resource & Database Team, Development dept.
- Attend RA Schools meetings, compile and prepare papers, take and distribute minutes to members, ensure action points are circulated to assigned RA Schools staff.
- Collate and code invoices from RA Schools workshops, maintaining detailed records on all expenditure and income.
- Coordinate the application process for prospective students; send out application packs and assist with RA Schools open days. Coordinate the admissions of Starr Fellowship.
- Coordinate the application process from current students for exchanges, residencies and prizes.
- Coordinate the Schools monthly payroll for casual staff, collating work forms, coding for authorisation, scanning and passing to Payroll. Ensure that a summary of monthly payroll is provided to Payroll.
- Induct new members of staff and regular visiting staff, ensuring that employee registration forms are completed and authorised, passports photocopied by HR and passed to Payroll.
- Induct exchange students and introduce them to the RA Schools.
- Send out and collate freelancer declaration forms for all freelancer invoices submitted to the RA Schools.

- Source, provide and maintain relevant information on the RA Schools e.g. biographies/images/copy.
- Work closely with Public Engagement department to provide the information and campaign material required to promote Schools events and exhibitions.
- Provide administrative support for RA Schools exhibitions including list of works, prize lists etc.
- Collate and maintain accurate guest lists, through use of the Raiser's Edge, from students and staff from Premiums and RA Schools Show openings and other Schools events.
- Coordinate sales desks throughout Premiums and RA Schools Show ensuring that students are trained to take card payments, paperwork is recorded, reconciled with Finance and transferred out to students.
- Review, modernise and improve office systems and processes to ensure maximum efficiency and enhanced communication.
- Maintain the RA Schools Academic Timetable. Ensuring that RA Schools spaces are available for lectures, talks and group critiques etc.
- Maintain accurate student files including reports for supporters, documentation and press around current exhibitions, images of work, student statements, application forms, proposals for special projects and residencies, BACS templates, written projects etc.
- Process BACS payments for student bursaries, prizes, travel awards, materials etc.
- Maintain RA Schools notice boards, digital calendars, keep students and staff informed of upcoming critiques and workshops, lectures and events.
- Support the administration and substantial revamps to the Schools website, social media, intranet portal, online admissions process and regular feature driven content.
- Assist at RA Schools Open Days
- Collate termly reports from students and tutors for the Development dept.
- Diarise life-drawing classes and book models for each class.
- Manage student TFL 18+ Oyster Card application process. Monitoring applications and approving.
- Coordinate any annual updates to the student handbook, liaising with relevant staff as necessary.
- Process regular mailings/e-mailings of RA Schools news.
- Liaise with Events team on guest list database for RA Schools events and openings, ensuring that all relevant parties are invited.
- Ensure that all parts of the RA Schools programme are organised, including events, lecturers, visiting artists, speakers etc.
- Maintain effective relationships across the organisation.
- Support Programme & Alumni Relations Manager in administration relating to alumni

activities.

- Ensure all members of team and external contractors comply with health & safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
- Undertake any other duty that may reasonably be allocated by the Programme & Alumni Relations Manager or other senior member of staff.

PERSON SPECIFICATION

SKILLS AND KNOWLEDGE

Essential

- Educated to degree level (or equivalent).
- Excellent computer skills. Advanced working knowledge of MS Excel, Word and Outlook 2010.
- The ability to learn the fundamental functions of systems and software with ease.
- Experience of administration, ideally in an office based environment.
- Experience of minute taking.
- Experience of coordinating meetings, events, booking venues, etc.
- Highly literate with excellent copy writing, presentation and oral communication skills.
- The ability to meet tight deadlines.
- Confident and professional when dealing with senior staff, alumni, external parties and high level donors.
- Friendly, approachable and professional with excellent interpersonal skills to develop effective working relationships with senior RA staff, students, external contacts, high level donors etc.
- A flexible and pro-active approach to work; a willingness to be involved, be part of a close team, assisting in all areas of the Schools if necessary, an openness to voice and initiate new ideas, problem solve, prepared to see tasks through to completion.
- A genuine interest in arts and culture. A commitment to the aims and objectives of the RA Schools and the Royal Academy of Arts.

Desirable

- Personal experience of higher education in the Visual Arts.
- Experience of compiling regular communications material.
- A working knowledge of the *Raiser's Edge* database software