

**PA to the Keeper of the Royal Academy and Curator & Head of Schools  
Royal Academy Schools  
Up to £28,000 plus attractive benefits**

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for our world-class exhibitions including *The Real Van Gogh*, *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. It is a particularly exciting time in our history. As we approach our 250<sup>th</sup> anniversary in 2018, we are embarking upon a series of major investments that will transform our physical and digital infrastructure and our public offer. An ambitious 'Masterplan' by David Chipperfield RA will redevelop our 2.5 acre campus in Mayfair, uniting our two buildings and enabling greater public visibility of the art school at the heart of the Academy.

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 an accomplished individual to provide comprehensive PA and administrative support principally to Curator & Head of Schools, as well as the Keeper of the Royal Academy Schools.

A first class administrator, you will be methodical, well organised and able to introduce and manage effective monitoring and filing systems. You will have excellent PC skills, including a high level of competence with Excel and Word, experience of collating and formatting committee papers, and the ability to produce professional and comprehensive minutes. You must have first class written English as this role requires a significant amount of writing.

Well presented, diplomatic, articulate and confident, you will possess exceptional communication skills to build effective 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 commercial outlook, excellent attention to detail and a flexible approach to work are essential, and you should demonstrate a genuine interest and knowledge of the visual arts and enthusiasm for the work and objectives of the Royal Academy of Arts.

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>

**Closing date for applications:**

**29 August 2014**

**Interviews will be held week commencing:**

**8 September 2014**

## **JOB DESCRIPTION**

**JOB TITLE:** PA to the Keeper of the Royal Academy and Curator & Head of Schools  
**DEPARTMENT:** Royal Academy Schools  
**REPORTS TO:** Keeper and Curator & Head of Schools

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## **MAIN OBJECTIVES**

Provide comprehensive administrative support to the Keeper of the Royal Academy and the Curator & Head of RA Schools and also more widely to the department as necessary.

## **MAIN DUTIES**

- Act on all incoming enquiries and correspondence for the Keeper of the Royal Academy and Curator & Head of Schools; including correspondence from gallery and art school contacts, committee members, RA staff and Royal Academicians.
- Diary management; bring forward/reminders.
- Maintain contacts. Ensure selected contacts are invited to RA openings. Maintain invite lists and ensure integrity of data and that it is held according to data protection best practice.
- Co-ordinate the planning, delivery and administration of twice-yearly Schools Committee, and regular Academic Staff Meetings. This will include scheduling dates; booking rooms; sending invitations; arranging refreshments; collating and distributing agenda, papers and reports; taking detailed minutes; follow-up and interim communications, and maintaining the committee distribution list.
- Assist the Keeper and Curator with preparing for all other meetings. Draft and collate meeting paperwork for meetings attended by the Keeper/Curator e.g. weekly Executive meetings, Council, GA.
- Proactively prepare drafts of reports, letters and emails on behalf of Keeper/the Curator & Head of Schools and as appropriate and directed.
- Welcome RA Schools Professors, Lecturers, Artist speakers and visiting artists, Patrons and other supporters in the absence of the Keeper/Curator. Ensure that visiting artists giving tutorials have all the information they require. Ensure Lecturers sign content release forms.
- Arrange tours of the Schools for senior staff and development staff.
- Organise filing and archiving on a regular basis.
- Coordinate travel arrangements and book flights/trains/accommodation/transport/visas as required for RA Schools staff and students, including exchange and residency programmes. Set up meetings, produce detailed travel itineraries.

- During the construction of the RA's Masterplan project, field and address all enquiries from students and staff at the RA. This may be related to logistics and disruption of the works and will involve close work with the Head of Material Processes.
- Collate expenses for Keeper and Curator for approval. Maintain records of credit card payments. Code credit card statements for approval.
- Coordinate the RA Schools annual group study visit abroad: research prospective locations, book accommodation, book group tickets to museums and galleries, produce itinerary for students and staff.
- Coordinate internal and external bookings of the life drawing room and cast corridor. Manage life room hire agreements with external organisations. Ensure that the life room remains available for RA Schools activities.
- On an ad hoc basis assist fellow administrative staff during peak periods of activity.
- Comply with all relevant Health & Safety policies, procedures and regulations and takes appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
- Undertake any other duties that may reasonably be allocated by the Keeper or Curator or other senior officer.

## **PERSON SPECIFICATION**

### **KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALITIES**

- At least 3 years' experience as a PA or senior administrator.
- Degree educated, or equivalent
- Highly computer literate – with excellent knowledge and experience of MS Office, Word and Excel
- Exceptional written English, strong drafting skills for clear and professional written communications; with specific experience of taking professional and comprehensive meeting minutes; letter drafting/writing;
- Well organised and tidy with a flexible approach to work and the ability to work to deadlines whilst prioritising a varied workload. Maintain accurate records and establish and maintain effective monitoring and filing systems.
- Effective logistical skills with the ability to manage diaries; arrange meetings and make logistical arrangements.
- First class interpersonal skills, able to work collaboratively and build strong working relationships. Diplomatic and able to maintain confidentiality at all times.
- Well presented, assertive and confident with an out-going and friendly manner.
- Excellent attention to detail, together with a methodical and highly accurate approach to work.

- Experience of effective co-ordination of meetings, logistical requirements, booking venues, etc.
- Hard work ethic, conscientious with high standards of output.
- An interest in the visual arts and the work of the Royal Academy of Arts.