

Community Arts Administrator/ Education Coordinator

Organisation: Vita Nova

Location: Boscombe, Bournemouth

Reporting to: Artistic Director

Salary: £22000 (part-time pro-rata)

Hours: 2.5 days per week

Contract: Fixed term to March 2025



Purpose of the role: This role is to support the small team, providing general administrative support including book-keeping, coordination of the school outreach programme and the community events programme. The role is part time with work on occasional evenings and very occasional weekends.

Key Responsibilities

- Provide administrative and marketing assistance to Artistic Director and Creative producer.
- Oversee the financial administration of the charity
- To maintain contact databases (schools, partners and local area contacts).
- To maintain accurate physical and digital filing and archiving systems.
- Assist in the planning of in-house exhibitions, theatre performances and associated community events.
- Manage and monitor communications with schools, treatment centres and community groups accessing the educational programme, initiating contact, managing bookings, following up referrals.
- Maintain partnerships with individual members accessing the service, local and national organisations, schools, community and treatment centres, linked arts organisations, local authorities, funders and Trustees.
- Manage workshop registers
- Support the management of weekly workshops in-house, maintain registers and databases.
- Support the team to advance funding opportunities
- Enrol new members profiling the service available and recording baseline monitoring information on wellbeing.
- Compile, format and deliver the quarterly trustee report.

Person specification

- Relevant professional experience
- Excellent organisational and project administration skills
- Confident in all MS Office applications including Excel
- Excellent communication skills both written and verbal
- An attention to detail and a creative problem solver
- Approachable friendly demeanour
- An understanding of safeguarding and managing boundaries when working with vulnerable adults
- A knowledge of the recovery sector and issues surrounding addiction (not essential)