



**Household Belfast** invites applications for the position of  
**Part-time Arts Administrator**  
1 day per week

**About the Role**

We are looking for an enthusiastic, organised and committed individual to take on the role of part-time Arts Administrator, working closely with the Co-Directors, project staff and artists to support Household's work. This role will be key in assisting the organisation in the delivery of our ambitious programme of events in Sailortown.

The Arts Administrator will be primarily responsible for supporting the administration of the organisation. You will support the smooth day-to-day running of the finance function and report to the Co-Directors. Your duties will include maintaining budgets, updating monthly accounts, booking venues, travel and accommodation, assistance with marketing, invoicing, and any other relevant administration-related activities. This is an exciting opportunity to take a pivotal role in a growing organisation and to bring your own unique skills to complement those of our small, hardworking and passionate team.

This is a one-year part-time position with a 3-month probationary period, with a possibility to extend to November 2021, subject to funding. Hours of work will be agreed with the successful candidate with a certain amount of flexibility built in, but your work will mostly be undertaken on Mondays to align with the wider team's schedule. Applicants must live in or near Belfast, be able to work flexibly or from home, and be able to meet once a week (on a Monday) in Belfast city centre.

**About us**

Household develops and shares inspiring and thought-provoking projects with people in the public realm. We are a Belfast-based arts organisation founded in 2012 that produces activities for and with visual artists, writers, curators, residents and visitors. We are curious and critical, and create engaging art projects by listening to untold stories and asking unspoken questions. Relationships are important to us and we value learning from and with others.

Household is a Community Interest Company led collectively by a small team of five dedicated Co-Directors and collaboration is at the heart of how we work with each other and with our stakeholders. We aim to produce high-quality art projects and experiences that are meaningful for communities of interest and place in our city, embedding care, resilience and sustainability in how we deliver our work.

We do not have a fixed location so that we can work with emerging and established practitioners in neighbourhoods, public and community spaces. The Household team currently works with people in Sailortown, a historical neighbourhood in Belfast city centre. Over the next three years, we will deliver a programme of art events and activities that examine, celebrate and question Sailortown's past, present and future.

Household is an equal opportunities employer.

### **Main Responsibilities of the Arts Administrator**

The following gives an indication of the main duties and responsibilities of the post. These may change over time:

- Support the Directors in the administration of the organisation.
- Assist with the maintenance of the organisation's core and project budgets and the development of its financial systems, ensuring that all receipts and payments are properly entered and allocated onto the accounting system.
- Complete monthly bank reconciliations in a timely manner to submit for review.
- Prepare Finance Reports for the Directors.
- Liaise with budget holders over financial spends, ensuring accuracy and compliance.
- Assist with all finance for funding returns and reporting.
- Invoice clients and manage payment of incoming and outgoing bills.
- Assist the Directors with planning and organising logistics related to events, artists and other personnel.
- Support the Directors with the promotion of events, activities and related correspondence via email, web platforms and social media.
- Undertake any other reasonable duties as required by the Directors.

### **Essential criteria**

- A proven track record of administration experience within an arts and/or community-focused organisation or charity, with a minimum of two years of experience in an administration role and a demonstrably high level of organisational skills required within that role.
- Proficient in MS Office package including Excel and using Google Drive and associated programmes (Docs and Sheets) as well as software such as Mailchimp and SurveyMonkey.

- Ability to manage own time and to prioritise varied workloads and duties accordingly.
- Ability to work collaboratively as part of a small, committed team.

### **Desirable criteria**

- A proven interest, passion for, or background in the arts OR a genuine willingness to learn within an arts-focused and cultural environment.
- Experience of maintaining websites and social media channels for arts or community organisations.

### **Rate of pay**

Gross annual pay: £5,092.60 (£25,463 pro rata)

### **Application procedure**

- Please forward a current C.V. (maximum 2 A4 pages) with a cover letter (maximum 1 A4 page) in one PDF (limit: 1MB) outlining your suitability for the role in relation to the criteria to **apply@householdbelfast.co.uk**
- Please list '*Application: Arts Administrator*' in the subject line of your email.
- Please note that Household can only receive online applications and that late applications will not be acknowledged or accepted.
- Application deadline: Friday 17 May 2019 at 5 pm.

### **Timeline**

- Household will respond to all applicants by 24 May 2019
- Interviews are scheduled to take place on 3 June 2019

### **Queries**

If you have any queries please contact **info@householdbelfast.co.uk**