



**Arts &
Business**
Northern Ireland

Arts Administration Support Candidate Information Pack



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ARTS ADMINISTRATION SUPPORT

APPLICANT PACK

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ARTS & BUSINESS NI: WHO WE ARE

Our Mission:

Arts & Business NI is a creative membership network bringing together cultural and commercial businesses, helping them grow stronger together through the power of partnership. We advocate for the value of arts, invest in innovation, and ensure that the NI arts and cultural sector has the confidence, capacity, and skills to achieve creative freedom through financial independence.

Our vision is a valued and thriving arts and creative sector achieving their ambitions and fulfilling their potential.

WHAT WE DO

ON THE ARTS SIDE:

We have 125 arts members based across Northern Ireland. We are a critical sector resource organisation and we work to help strengthen the Arts through:

Connection: We connect our arts members with our network of business members, finding ways to help them collaborate to fulfil their organisation's goals. We mobilise our business networks to support arts organisations through mentoring and board programme placements.

Investment: Through the Arts & Business NI Investment Programme, which is funded by the Arts Council of Northern Ireland, A&B NI provides match-funding to support creative partnerships between commercial and cultural organisations.

Knowledge: We design and deliver an annual programme of networking and training events to build skills on topics such as governance, leadership, income generation and partnership. We also provide one-to-one support, resources and mentoring to our arts members.

Capacity Building: We provide governance health-checks and advice to arts management and boards to help them find ways to diversify and boost their income. Our experienced team provide vital advice, support and guidance to build long term financial strength and sustainability through enhanced governance, improved business models, strategic fundraising and income generation. Our Blueprint Programme supports a network of arts and cultural organisations to encourage income growth and long-term financial stability.



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WHAT WE DO

ON THE BUSINESS SIDE:

We have over 70 business members; we bring creativity and innovation into the heart of businesses, and support our members through:

Connection: We connect businesses with the Arts and help inspire and ignite mutually beneficial partnerships. We programme exclusive business member events which provide behind the scenes access to arts organisations, networking opportunities, member profiling and showcase best practise in creative partnerships.

Investment: Through the Arts & Business NI Investment Programme, which is funded by the Arts Council of Northern Ireland, A&B NI provides match-funding to support creative partnerships between commercial and cultural organisations.

Knowledge: We provide expert and bespoke advice on cultural engagement strategy and help our business members find arts-based solutions to business challenges such as; motivating and engaging employees, engaging with communities and customers and positioning their brand.

Talent Development: A&B NI's board matching programmes place young professionals, seasoned executives and strategic thinkers from our business membership pool onto the Boards of local arts organisations.

OUR TEAM

We are currently a team of seven friendly full-time staff supported by an engaged Board with 11 members. [You can find out more about our team and roles here.](#)



JOB DESCRIPTION

Role: Arts Administration Support

Contract: This is a 12 month contract – initial funding secured for 12 months. 25 hours per week

Salary: £22,500 p.a. pro rata

Working pattern: The working pattern will be agreed with the successful candidate on appointment. We are open to agreeing a working schedule that suits the candidate's needs within our established office hours.

Location: Arts & Business NI, East Belfast Network Centre, 55 Templemore Avenue, Belfast, BT5 4FP

THE ROLE & RESPONSIBILITIES

We want to work with someone who is passionate, empathetic and organised. Someone who has an interest and commitment to Northern Ireland's arts sector. The successful candidate will support the arts team in the day-to-day running of A&B NI and in the delivery of our programmes. This is a part-time, paid role within the company.

The Arts Administration Support role will provide operational and administrative support on project and programme delivery. This role will report directly to the Head of Arts.

Responsibilities:

- Provide operational support on programmes and projects ensuring efficient and timely project management and delivery
- Support administration of the Blueprint Programme. Blueprint is Arts & Business NI's financial resilience programme, which has the ambition to help strengthen the arts sector in Northern Ireland for the future. A five-year programme which started in January 2022, Blueprint supports a network of arts and cultural organisations to encourage income growth and long-term financial stability. Administration of the programme includes working with the current cohort to ensure the coordination of data/impact collection, tracking grants awarded to organisations and supporting training delivery through administration of a programme of events.



THE ROLE & RESPONSIBILITIES

- Support event management and administration of arts events, including tasks such as venue booking, organising catering requirements, coordinating invitations and guest lists, coordinating branding and trainee packs, working within agreed budgets and supporting events on the day
- Maintain and utilise the CRM system in compliance with GDPR legislation
- Liaise with arts members regarding queries and signpost to relevant A&B NI support
- When necessary, provide additional administrative support within the A&B NI team
- Carry out other duties as may reasonably be required by your line manager that are deemed to fall within your skills and abilities

ESSENTIAL EXPERIENCE & SKILLS

Essential Experience and Qualifications

- Administration experience
- Demonstrable efficient project planning and project management experience

Essential Skills

- Excellent and consistent attention to detail
- Organised and methodical approach to working
- Ability to manage competing priorities and use initiative
- Excellent writing skills
- Sound knowledge of Microsoft Outlook, Word, Excel, Power-point, Teams and event management tools such as Eventbrite and Canva

DESIRABLE SKILLS

- Sound knowledge of CRM/Box Office or Ticketing Systems or an ability to work towards competent use



PERSONAL ATTRIBUTES

- Confidence and ability to interact professionally with individuals at all levels
- Professional and flexible approach
- Commitment and enthusiasm for our purpose and the role
- Self-motivated
- Unquestionable integrity and confidentiality
- Genuine interest in the arts whether professionally, academically or recreationally

*Depending on the number of applicants Arts & Business NI reserves the right to increase or decrease the essential criteria

SALARY, DETAILS & BENEFITS

- Salary: £22,500 p.a. pro rata
- Hours: 25 hours a week
- Location: A&B NI Belfast office
- Initial probationary period of 3 months
- Notice Period of 4 weeks minimum (1 week during probationary period)
- Access to the company's pension scheme (3% Employer contribution)
- 25 days annual leave p.a. pro rata and 10 statutory days



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HOW TO APPLY

**Complete the application form and monitoring form and send to:
Sarah Mackey s.mackey@artsandbusinessni.org.uk**

The deadline for applications is midnight Sunday 4 August 2024

First interviews will be held at our offices on the afternoons of Tuesday 20 and Wednesday 21 August 2024. Second interviews will be held at our offices on Wednesday 28 August 2024

Arts & Business NI is committed to fostering an inclusive and diverse workplace. We welcome applications from all individuals. We encourage you to let us know if there are any challenges or adjustments needed to complete the application process or participate in an interview. We are dedicated to making the necessary accommodations to ensure your experience is as smooth and positive as possible.

Our offices are at East Belfast Network Centre, 55 Templemore Avenue, Belfast BT5 4FP. The building has ramp access, automatic doors and a lift. On street parking is usually available in the area. We are a short walk from bus stops on the Albertbridge Road and Newtownards Road. The nearest train stations are Titanic Quarter or Lanyon Place.

