



www.drawingroom.org.uk | www.tanneryarts.org.uk

COMMUNICATIONS & ADMIN COORDINATOR

Employer:	Drawing Room Tannery Arts CIO
Job title:	Communications & Admin Coordinator
Hours:	Average 35 hours per week (or part time equivalent), exclusive of lunch breaks Weekly working pattern for this role is variable, with some office time each week plus shared responsibility for duty management during gallery opening hours and events. Regular weekend and some evening work is required for this role. Time off in Lieu will be offered for hours worked in addition to the above
Salary:	£27,000 pro rata (£21,600 for 4 days / £16,200 for 3 days)
Reports to:	Communications Manager
Terms of contract:	We anticipate this role could work as full time, 3 or 4 days per week, please indicate on your application your preferred working pattern and the level of flexibility you have around that. We are happy to consider applications for other types of flexible working such as job share. Please indicate on your application or contact nastasia@tanneryarts.org.uk if you would like to discuss alternative working arrangements.
Start date:	As soon as possible

Additional staff benefits

Enhanced annual leave, sick pay and parental policies (after qualifying period)
Employee Assistance Programme
Staff discount at Drawing Room shop
Invitation to all Drawing Room events
Option for hybrid working, depending on the requirements of the role.
Option for paid overtime (if working on commercial events)

RECRUITMENT DETAILS

Application Deadline: 9am Wednesday 21 May

Interviews: Wednesday 11 June

in person, however, alternative arrangements can be made

We can consider some flexibility for interview and start dates so please indicate on your application if you aren't able to commit to these dates.

Tannery Arts CIO | Drawing Room

Tannery Arts CIO is a charity comprising a public gallery, Drawing Room and studio provider, Tannery Arts studios.

Drawing Room presents a curated exhibition, unique public library and participation programme with an international perspective and is the UK & European centre for the exploration, appreciation and expression of the language of drawing.

Tannery Arts studios provides quality affordable studio spaces for artists across south London, as well as offering them valuable support and resources at often critical points in their development.

Situated in Bermondsey, one of the most creative areas of London, we moved into our permanent home in autumn 2023, which boasts a double height gallery, a unique library & research centre, community studio and artist studios. Our new home has given us a unique new opportunity to develop long term relationships with our local community and cultivate partnerships with local organisations. We are now at a stage where we are actively exploring new avenues for income generating activities, from sponsorship to hires, making the most of our beautiful new building to support our charitable aims, and we are looking for new team members to help us achieve this.

You'll be joining our organisation at an exciting new stage, having recently been granted charitable status.

About the Role

We are recruiting for a Communications & Admin Coordinator to join our small and dedicated team. This new role will work primarily from Drawing Room's front desk acting as the main point of contact and public face of the gallery to ensure the smooth day-to-day running of Drawing Room's public spaces. The principal responsibilities of this role will be communications and general office administration, also assisting Drawing Room's supporter and membership programmes and exhibitions.

This role would suit an individual with some communications and admin experience, looking to gain skills and experience working in a museum or gallery environment. No prior arts experience is required, just a keen interest in drawing, galleries and exhibitions.

RESPONSIBILITIES

Communications

- Contributing ideas to content creation for Drawing Room's website and social media output
- Composing and scheduling social media posts
- Reviewing and updating mailing lists
- Reviewing our press list and updating the press database accordingly
- Updating listings with relevant websites/publications
- Alongside other team members, liaise with peer organisations to arrange reciprocal marketing
- Editing images using Photoshop for comms output
- Editing and uploading event recordings
- Supporting the Communications Manager with responding to press enquiries and providing images where necessary
- Supporting with the distribution of marketing materials
- Obtaining image permissions for communication and publication purposes with direction from the Communications Manager
- Administrate relevant areas of Drawing Room's website; and with the Communications Manager, ensure the team is trained to upload information to the website and use it efficiently

Supporter Schemes Administration

- Administrate supporter schemes via website content management system
- Assist with administration and delivery of supporter schemes and other cultivation events
- Research and contribute ideas for future cultivation/supporter events
- Responding to supporter enquiries and build a positive relationship with supporters

Office Administration

- Oversee administrative systems to ensure the smooth day-to-day running of the Gallery
- Order and maintain IT equipment, computer programmes and system backup, ensuring appropriate budget approval where needed
- Provide team with basic IT support alongside external IT service provider
- Schedule team meetings: devise agendas; take notes; create task lists as needed
- Source equipment for the building and order office supplies

Exhibitions Admin

- Support the Exhibitions Manager to create artwork care guide and invigilation plan specific to the needs of each exhibition
- Assisting with monitoring and recording the environmental conditions of gallery spaces
- Providing ad hoc practical and administrative support to the Exhibitions Manager, such as purchasing exhibition supplies, supporting with loans paperwork, printing of exhibition hand-outs etc

- Assisting the Exhibitions Manager with condition checking, handling and packing of artworks

Financial

- Process invoices, expense claims and receipts for approval by Finance Director in company accounting software (Xero) – Training will be provided
- Support the Director of Operations with overseeing budgets for office supplies and IT.
- Code and authorise invoices and payments relating to relevant budgets

Duty Management (shared responsibility between this role and FOH & Events Coordinator)

- Act as Duty Manager and lead on all FOH operations during gallery opening hours, internal events and hires (on a rota basis)
- Act as the principle keyholder on a regular basis
- Lead on Health & Safety and Evacuation procedures during opening hours, and reporting any incidents to the Operations Director
- Completing weekly shift reports, as well as specific incident and larger scale event reports as needed
- Greeting visitors to our building and answer enquiries in-person and over the phone.
- Ensure that visitors feel welcome, with a focus on ensuring exhibitions and events are accessible and encourage return visits
- Encouraging visitors to complete feedback surveys
- Invigilating gallery spaces alongside Gallery Assistants to ensure the safety and security of the artworks on display
- Encouraging visitors to sign up for our supporter & membership programme and events
- Processing shop sales, returns and exchanges during opening hours
- Replenishing stock and keeping the shop well presented

General

- Support our small team in other areas of operations, within the remit of the role
- Support the Drawing Biennial, taking place every 2 years, including overseeing distribution of artworks after the event (The next Biennial takes place in 2026)
- Actively contribute to sustainability initiatives and reporting relating to our NPO funding
- Ensure that equality and inclusion are embedded in all of our operations

PERSON SPECIFICATION

Experience & skills

- Excellent administrative, organisational and time management skills
- Demonstrable IT skills and proficiency in Microsoft Office programmes
- Strong verbal and written communications skills with the ability to engage with a wide range of people in person, over email and over the phone
- Ability to manage information systematically and accurately
- A positive and collaborative approach to working within a small team
- Ability to work independently, taking initiative on day-to-day duties
- The ability to problem-solve, assess situations and arrive at positive solutions
- An interest in contemporary art
- A commitment to promoting equality, diversity and inclusion

Desirable

- Experience of using social media platforms in a professional capacity
- Experience working with Wordpress
- Knowledge of Adobe Creative Cloud including Photoshop and Premier Pro
- Some understanding or experience of budget management and financial systems
- An interest in sustainability initiatives and willingness to support develop this area of our work
- Experience working in a venue front of house

TO APPLY:

[Please complete the application form here](#), which will ask you to upload:

- A cover letter of no more than one A4 side, OR a voice/video application of no more than 5 minutes detailing:
 - What interests you about this role and our organisation
 - The experience, skills and qualities you possess that are relevant to this role
- A CV of no more than 2 sides of A4
- Contact details of 2 referees
- A completed Equality and Diversity Monitoring Form

We are an equal opportunities employer and encourage applications that represent the diversity of our society. We are particularly interested to hear from those currently underrepresented in our workforce, including those from Global Majority backgrounds, LGBTQ+, those who identify as D/deaf or having a disability, those from lower socio-economic backgrounds as well as those who haven't followed a 'traditional' career or training pathway. Diversity is vital to a dynamic, effective team and we wish to strengthen our work by bringing in people with new and/or different skills, experiences, perspectives and ideas. Positive action may be used in the recruitment process to select a candidate from a group that is disadvantaged or under-represented in our workforce, if two candidates in question are of equal merit.

We are keen to make our roles accessible to everyone, therefore we are open to discussing adjustments to the application and interview process if needed. Please email nastasia@tanneryarts.org.uk if any part of the process is a barrier to your application.