TRANSFORMNG NARRATIVES ADMINISTRATOR

Transforming Narratives is a ground-breaking three-year project to establish Birmingham as a leading international centre for contemporary Pakistani and Bangladeshi arts, for the mutual benefit of Birmingham and cities in Pakistan and Bangladesh. It is managed by Culture Central, supported by Arts Council England and delivered in association with The British Council.

**Job purpose:**

To support the overall administration and assistance of the three-year ground-breaking project. *We welcome applications from all sections of the community.*

**Responsibilities:**

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| * Administration support and liaison with partners, artists, delegates and key contacts. * Supporting the Project Manager on administration from advocacy work and delivering outputs. * Management and maintenance of contracts. * Open Call process administration – gathering of applications, liaison, sending out contracts, management and tracking of payments. * Assisting and supporting in event management. * Transforming Narratives inbox management and responding to growing project enquiries. * Undertaking any required surveys and data gathering for presentation purposes and circulation. * Management of meetings to include; coordination and booking meetings, attendee management, minute taking for meetings. * Assisting in marketing and social media with the Marketing Coordinator. * Any other duties deemed necessary for the project. |

**Person Specification**

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| * Excellent communication skills, verbal and written. * Work without direct supervision and able to develop own skills as well as working in a small team. * Maintaining and improving procedures and systems. * Proven experience in working in a busy arts and/or not for profit organisation. * Dealing with people diplomatically and effectively. * Possess good IT skills. * Financial administration would be desirable but not essential. * Understanding of the Bangladeshi and Pakistani Community would be desirable but not essential. |

**Personal Attributes**

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| * Positive, proactive, self-motivated and able to work in a flexible manner. * Genuine interest in the Arts. * Able to manage time effectively. * Be a logical and effective problem solver and decision maker. * Able to carry out work under pressure and maintain good humour and diplomacy. * A willingness to work evenings and weekends when necessary. * A desire to learn and develop. * Able to show initiative and resilience when dealing with change. |

## JOB DETAILS AND REMUNERATION

* Birmingham City Centre based.
* 3 days a week based on a fixed term contract to 31st March 2021.
* Salary - £13,600.

Closing date for applications: Friday 24th May 2019, 5pm.

Interviews: Friday 7th June 2019.