

Arts Richmond is a voluntary charity supporting and publicising the arts (fine art/photography/literature/music/musicals/drama/museums and other cultural activities), working in co-operation with the borough council but not part of it and dependent on the support of its members – the affiliated societies and individual members. We

- publish a monthly newsletter publicising arts events taking place in the borough in the month ahead; with insert mailing service for affiliated societies
- produce an up-to-date directory of affiliated societies via our website
- arrange monthly trips (Showcoach) to arts events, the theatre and other outings for members
- run a range of other events aimed at building support for the arts in the borough

Apart from the Administrative Officer, all of Arts Richmond's officials and supporters work on a voluntary basis. The role of the Administrative Officer is to support and co-ordinate the work of the Executive Committee and Chair by

- undertaking all office functions (including dealing with postal, phone and web-based enquiries/stationery ordering and maintenance of office machinery (e.g. photocopier, franking machine)
- monitoring and maintaining our website; liaising with the web manager
- arranging bi-monthly meetings of the Executive Committee plus the AGM (including distribution of papers, minute taking and writing up); attending these evening meetings for which additional payment at the agreed hourly rate will be made
- dealing with actions arising from meetings of various sub-committees (e.g. booking venues; caterers; transport) as required by the sub-committees
- representing Arts Richmond at various cultural forums at the direction of the Chair
- managing our membership including the database, annual renewals process and annual Gift Aid claim.
- ensuring the creation and printing of our monthly Newsletter by supporting the Editor (including on proof reading matters)
- co-ordinating the receipt of and payment for flyers (inserts) from affiliates and others to go in the Newsletter
- organising monthly mailing of Newsletters and inserts to members (including issuing receipts/organising a team of volunteers/franking mail)
- supporting the Showcoach co-ordinator (including, if required, the creation and printing of flyers, making bookings, compiling the list of participants and other tasks) at the direction of the co-ordinator and Showcoach committee
- co-ordinating fundraising and other events (including, if required, the production and issuing of tickets/creating databases of attendees etc.) at the direction of Chairs of sub-committees
- directing and supporting office volunteers as appropriate
- attending tenant meetings at ETNA
- maintaining the Arts Richmond archive material
- carrying out such tasks as may be required from time to time by the Chair

In addition to the above duties, the Administrative Officer may be asked to attend both evening and weekend events for which the agreed hourly rate will be paid.

For example:

- Annual Choral Workshop
- Annual Book Picnic
- Arts Richmond's events within the Annual Richmond Literature Festival
- Annual Young Writers Award Ceremony
- Annual Art Tent at Richmond Fair
- Annual Swan Drama Awards Evening
- Annual Autumn Art Exhibition/Photographic Exhibition (alternate years)
- Biennial New Playwriting competition

The Administrative Officer in this post will work 15 hours a week, ideally 9.30 – 12.30 Monday to Friday based in the Arts Richmond office at ETNA. Days/times are subject to negotiation.

S/he is responsible to and line managed by the Chair of the Executive Committee.

Arts Richmond

Independent Charity (Reg Charity No: 251359) supporting voluntary arts organisations in the London Borough of Richmond-upon-Thames

ETNA Community Centre

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