

## **Beaconsfield Projects Coordinator – job description**

Beaconsfield is a charity within the 'Voluntary Sector': a 'micro' arts organisation with a big agenda. As such, key workers play broad roles, enjoying a varied workload and sharing responsibility in many areas. The Projects Coordinator will be required to maintain a cool overview of progress across all strands of activity.

### **General Role:**

To support the Directors in the organisation and implementation of Beaconsfield's diverse range of exhibitions, events and publications and to take responsibility for the smooth running of the organisation as a whole.

To promote a positive public image for Beaconsfield and liaise effectively with a wide range of people on behalf of the organisation, representing Beaconsfield at off-site meetings and events, when appropriate.

### **Reports to:**

Beaconsfield's Co-Directors

### **Hours:**

4-5 days per week, 9.30am - 5.30pm, Tuesday - Sunday, with occasional work outside office hours, such as openings for exhibitions and events. Overtime to be taken in lieu. Regular weekly pattern to be agreed.

### **Salary:**

To be negotiated in the region of £18-20,000 p.a. according to experience.

### **Specific Responsibilities and duties:**

#### **Venue administration / office management**

- Act as first point of contact for all incoming calls and general email and postal enquiries
- Take responsibility for ensuring the smooth day-to-day running of the Beaconsfield venue. This will include:
  - managing the office diary
  - maintaining electronic and hardcopy files
  - administering databases
  - coordinating suppliers
  - taking responsibility for general cleanliness through delegation
  - sustaining a well organised office environment
- Source, schedule and oversee casual staff and volunteers, alongside the directors
- Administer venue hire enquiries in consultation with the directors
- Support the directors in completing and returning funding applications, annual returns and key reporting documents.
- Coordinate and minute trustees meetings.

#### **Project management**

- Create and monitor project activity schedules
- Coordinate communication with artists and collaborators to promote good working

relationships

- Draft, fact-check, research and proof copy, as necessary
- Monitor evaluation procedures (audiences, budget/spend, press etc.)
- Oversee general logistics for exhibitions, events and publications
- Keep a watching brief for new funding opportunities and ensure that fundraising information is kept updated.

#### **Audience development**

- Ensure the continuous updating of the Beaconsfield website, maintain effective and efficient relationship with web-designers
- Implement internal PR mechanism
- Support external PR agencies as necessary
- Maintain visitor information
- Manage education mailouts and coordinate visits
- Maintain audience monitoring mechanisms.

(Audience Development will be supported by an intern).

#### **Finance**

- Input receipts and invoices to MYOB accounting system
- Administer petty cash
- Manage Canteen takings
- Ensure that financial deadlines are met.

#### **Equal opportunities**

- Assist Directors in managing, actioning and evaluating diversity plans and targets
- Adhere to the principles of equal opportunities and respect as promoted throughout the organisation.

Undertake any such task as is reasonably requested by the directors within the broad definition of this role.

**Application is by letter addressed to:  
David Crawforth and Naomi Siderfin,  
Beaconsfield, 22 Newport Street, London SE11 6AY.  
Letters to be accompanied by CV.  
Deadline Monday 27 April 2009.**

**If sending application by email, please attach your application in document form to  
info@beaconsfield.ltd.uk**