



Welcome to the nation's art

Art UK Operations Officer Sculpture project post

Are you passionate about bringing art to everyone? Do you believe in the power of digital to transform lives? We're looking for a highly motivated Operations Officer to join our friendly and dedicated team.

About Art UK

Art UK's mission is to open up art in public collections for enjoyment, learning and research. We do this through digitising the nation's art so it can be shared by everyone. Our website was launched in 2016 and already includes over 200,000 artworks from 3,200 collections up and down the country. Around 40,000 artists are represented so far. Originally focused on oil paintings, our scope has recently widened to include prints, drawings and watercolours.

Our current major project is documenting and digitising the nation's sculptures – both in collections and in public spaces. This exciting project has major funding from the Heritage Lottery Fund and is due to be completed in 2020. In addition to digitising artworks, we tell the stories behind the art and artists – from the Old Masters to the forgotten and neglected. Through this work, and collaborating with partners across the sector, we engage a variety of audiences with the cultural heritage that they own.

By giving all public collections across the UK a shared digital platform, we allow them to showcase their artworks to audiences in the UK and to the wider world.

Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (109685) and Scotland (SC048601). For more information, please visit artuk.org.

About you

You will have previous experience of providing operations support in an office environment. You will have the ability and skills to assist with financial processing and project-related administration and enquiries.

As Operations Officer you will work closely with the Head of Operations and HR Manager in ensuring the smooth running of the charity, particularly in support of the Art UK Sculpture project. You will be an important point of contact for sculpture project staff and core team members, and so must have strong communication skills, both verbal and written.

Key Responsibilities

- Assist with processing of invoices and expenses management
- Assist with record-keeping and processing annual leave requests
- Ensure the smooth day-to-day running of the office
- Produce the monthly internal staff newsletter
- Answer enquiries and requests for information about the Sculpture project and Art UK
- Assist with managing the office stationery supplies
- Support general IT queries and liaise with IT supplier when needed
- Assist with project-related record and contract management
- Assist with recruitment of staff and trustees
- Assist with recruitment and management of volunteers and work experience students
- Work with, and provide support to, the Head of Operations and HR Manager
- Provide administrative support to the Art UK Deputy Director and Director when required

Necessary Skills

- Essential: High level of attention to detail
- Essential: First-class written and spoken communication skills and the confidence to engage and work effectively with a wide range of people
- Essential: Excellent IT skills (including Microsoft Office)
- Essential: Self-motivated and reliable, with a clear focus on reaching deadlines on time
- Essential: Exceptional time management and organisational skills
- Essential: Ability to multi-task and prioritise your own workload
- Essential: Ability to work independently and as part of a team
- Desirable: Knowledge of financial systems and processes
- Desirable: Experience of bookkeeping and the accountancy software Sage
- Desirable: A good understanding of data protection law
- Desirable: Active interest in the visual arts

Contract Terms and Benefits

- Full-time temporary post to May 2020
- Salary £23,000 per annum
- Three-month probationary period
- One-month termination clause
- Five weeks' annual leave plus English Bank Holidays
- Based at the Art UK Head Office in central London

Application

Please send your CV and covering letter to Lauren Colley, Head of Operations and HR Manager, lauren.colley@artuk.org by 9am on Wednesday 31st October 2018. Shortlisted candidates will be asked to undertake a test in advance of their interview. Interviews will be held in London on Wednesday 7th November. If you have not heard from us within two weeks of the closing date, please consider your application unsuccessful.