

Administrator, Executive Office
Royal Academy of Arts

Up to £25,000 plus attractive benefits

The Royal Academy of Arts (RA) is one of the UK's foremost arts institutions, best known for its programme of world-class exhibitions including *The Real Van Gogh*, *Anish Kapoor* and *David Hockney RA: A Bigger Picture*. Its vision is to be a clear, strong voice for art and artists. Its public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

An exciting opportunity has arisen for an exceptional individual to provide comprehensive administrative support to the Chief Executive's office.

To ensure a high level of support, you will be incredibly well organised and efficient; you will also need to possess a high level of accuracy and attention to detail. It is essential that you have first class written skills and that you enjoy writing – to draft various board minutes and letters, assist with blogs and social media updates. The role will also include complex diary management and travel arrangements, meeting logistics, formal minute taking, drafting papers and responses along with routine filing, record keeping, and dealing with ad hoc demands to support the team.

Polished and professional, you will possess excellent interpersonal skills to interact with the wide range of people and organisations that contact the Chief Executive's office. Friendly and welcoming, you will act as the first point of contact for enquiries to the Chief Executive and the Head of Membership Affairs. Diplomatic and discreet, it is imperative that all matters are treated with absolute confidentiality and integrity.

Calm and unflappable, you must be able to work at pace, unsupervised and use your initiative. Highly IT literate, including Word, Excel and Power Point, you will be a fast and accurate typist. Lastly you will have a collegiate attitude and bring a sense of humour to the existing, friendly team.

For a recruitment pack visit our website at: www.royalacademy.org.uk/careers or send an e-mail to: recruitment@royalacademy.org.uk

Closing date for applications: 7 November 2014
Interviews to be held: 13 & 14 November 2014

JOB DESCRIPTION

Job: Administrator, Chief Executive Office

Reports to: Executive Assistant to the Chief Executive of the Royal Academy

MAIN OBJECTIVE

Provide comprehensive administrative support to the Executive Office of the Royal Academy of Arts, under the supervision of the Executive Assistant to the Chief Executive.

MAIN DUTIES

Administration and Diary Management

1. Act as first point of contact for all enquiries to the Chief Executive's office, screen email, mail, and telephone calls and respond appropriately.
2. Manage Chief Executive's complex diary: propose arrangements, organise and confirm meetings and manage logistics. Liaise with other departments to ensure the Chief Executive attends relevant committees, steering groups and meetings. Provide daily events/commitment sheets and ensure flow of information to aid and promote good communications between the Chief Executive and staff, as well as many external contacts.
3. Co-ordinate and confirm travel arrangements: hotel reservations, travel tickets, itineraries, resolve problems, record details all as necessary.
4. Meet, greet and make welcome visitors to the Chief Executive. Show visitors around the Royal Academy/galleries, as required.
5. Provide support to the Executive Assistant with meeting preparation: including formal committee and board meetings, provide all associated documentation, background information, assist with drafting agendas, chase up information, attend meetings and take minutes/notes, circulate and follow-up action as required.
6. Assist with research and preparation of briefings ahead of meetings; long term planning to ensure optimum use of time during overseas trips.

Support

7. Provide administrative assistance to, and cover for, the Executive Assistant to the Chief Executive as required (when on leave/out of the office): take minutes and notes; draft agendas; prepare for formal meetings; chase up information from the relevant departments and stakeholders; circulate and follow up actions as required.
8. Provide administrative assistance to, and cover for, the Head of Membership as required: preparation of the RA diploma certificates; research and writing projects, including obituaries for the Royal Academicians (RAs); assistance with the upkeep and indexing of the nomination books; assistance in building relationships with the RAs; general mailings; catering for meetings and ad hoc projects.

Filing, Records and Budget Management

9. Establish and maintain appropriate office systems: files, message books, bring-forward systems, diaries, office records, financial records etc.

10. Timely and well organised filing, record keeping, photocopying and post
11. Record office budgets and expenditure as directed; correctly code invoices, and collate information/summaries, as requested.
12. Prepare expenses and submit them to the Finance team.

Social Media

13. Use a good working knowledge of social media skills to establish a positive and current presence for the Chief Executive, to include Twitter, blogging etc.
14. Under the direction of the Executive Assistant, update and edit the Chief Executive's website and ensure that enquiries made via the site are addressed promptly.

Events Management

15. Organise three Friends and Family events each year: take restaurant bookings and liaise with Peyton & Byrne on the menu, and the budget.

PERSON SPECIFICATION

- Graduate calibre or equivalent
- At least 2 years' administrative/office experience
- Diplomatic and discreet, whilst remaining professional and personable at all times
- Collaborative approach, a team player, comfortable working closely with a more senior administrator to manage a high volume workload
- Able to work at speed and manage multiple tasks, deadlines and changing priorities
- Adept with social media; experience of editing blogs/websites/Twitter
- Accuracy and first class attention to detail
- Clear communicator
- Excellent drafting skills
- Touch typist preferred
- Experience of taking and producing high quality minutes for formal meetings, ideally short hand trained
- Methodical and systematic in approach
- Polished and presentable