Administrator
Architecture Department
£20,000 plus attractive benefits

The Royal Academy of Arts is one of the UK's foremost arts institution, famous for its world class exhibitions including Van Gogh, Anish Kapoor, David Hockney and *Sensing Spaces.* Its purpose is to be a clear, strong voice for art and artists. Its public programme promotes the creation, study and enjoyment of art and architecture to a wide range of audiences through exhibitions, education and debate.

An exciting new opportunity has arisen for a first rate Administrator to join the Architecture Programme team. This role will ensure the smooth running of events for the Architecture Programme and provide administrative support.

You will possess well-honed organisational skills and need to be a highly efficient administrator. You will have exceptional attention to detail and the ability to prioritise effectively. You will have the ability to manage event logistics and provide exceptional customer service.

Well presented, articulate and confident, you will have excellent communication skills to build effective working relationships both with internal colleagues and visiting speakers. Highly computer literate, with a good understanding of social media, and a flexible approach to work are also essential.

You must be available to work evenings and occasional weekends.

You will be able to demonstrate a genuine appreciation of architecture, and sound knowledge of the contemporary architecture scene would be an advantage. This role will suit someone with a real passion for architecture and the visual arts.

Candidates must complete an application form to be considered for this position. You will find our application form in the **How to Apply** section of the Careers page on our website: www.royalacademy.org.uk/careers

Closing date for applications: **12 January 2015 (midnight)**
Interviews to be held week commencing: 19 January 2015

If you have not heard from us by 16 January, please assume you were not successful on this occasion.

JOB DESCRIPTION

JOB TITLE: **Architecture Programme Administrator**
DEPARTMENT: **Architecture**
REPORTS TO: **Architecture Programme Manager**

MAIN OBJECTIVE

To provide comprehensive administrative and event support to the RA's Architecture Programme.

MAIN DUTIES

Event Management
1. Assist with event organisation. Duties include: preparing ticket templates; liaising on logistics with speakers; organising travel arrangements and accommodations; preparing signage; ascertaining and arranging support for any audio-visual requirements; completing event sheets; attending facilities meeting; managing guest lists; ordering refreshments; and arranging dinner where necessary.

2. Assist with event delivery. Duties include: overseeing event set up; liaising with Ticketing team in running of the ticket desk; welcoming event attendees; checking tickets; running microphones; and any other duty required to support the smooth running of the event.

3. Ensure events are recorded and prepared for archive and, where applicable, podcast on the RA website.

Publicity and promotion
4. Liaise with the RA's Ticketing team in the preparation of event webpages. Ensure all information is correct and updated as necessary

5. Co-ordinate the mail-out of architecture leaflets to architectural practices and others

6. Prepare the regular Architecture Programme e-newsletters in consultation with the RA's Digital team

7. Maintain, update and develop mailing lists

8. Assist with targeted publicity for particular events

9. Manage the Architecture Programme's Twitter account and representation in RA-wide social media.

Research
10. Conduct research into speakers, topics and venues for events as prescribed by the Architecture Programme Manager

11. Assist with research for Architecture Space exhibitions where necessary

12. Source images for publicity, including website, e-newsletter and printed leaflets

Architecture Space

13. Assist with the management and installation and de-installation of exhibitions in the Architecture Space

Administration

14. Co-ordinate the planning, delivery and administration of Architecture Programme related meetings, including the Architecture Committee. Duties include: organising meeting dates and room bookings; preparing agendas; taking minutes; and follow-up and interim communication with Committee member

15. Keep a record of Architecture Programme income and expenditure and code invoices and credit card statements

16. Oversee the organisation of Architecture Programme files, identifying material to be archived as appropriate

17. Undertake any other duty which may reasonably be allocated by the Architecture Programme Manager, Head of Architecture or other senior officer.

PERSON SPECIFICATION

- Excellent interpersonal and communication skills – first- class written and oral skills, attention to detail, patience, tact and a confident manner.

- Strong administrator, with exceptional organisational skills to coordinate the Architecture Programme.

- Demonstrable aptitude with MS Office and social media, with experience of databases, preferably Enta and Photoshop an advantage.

- Professional, friendly and helpful manner with lecturers and members of the public either in person or over the telephone

- Flexible approach to work and the ability to work to deadlines whilst prioritising a varied workload

- Good team player – willingness to work closely with colleagues in providing a high quality service

- Proactive in approach and resourceful

- Hard work ethic, willingness to go the extra mile and take pride in output

- Some experience of organising events

- Must be available to work evenings and occasional weekends

- A keen interest in, knowledge of, and commitment to architecture, and a commitment to the work and objectives of the Royal Academy.