

**Learning Department Administrator**  
**Learning Department, Artistic Programmes**  
**£20,000 plus attractive benefits**

The Royal Academy of Arts is going through its most radical development in its 246-year history. In 2018, our 250<sup>th</sup> Anniversary, we will open a brand new building, a campus uniting Burlington House on Piccadilly with Burlington Gardens. This will include a new suite of galleries, new Education centre and a 300-seat auditorium. We will be a 2.5 acre site in the centre of London dedicated to the exhibition, creation and debate of the arts.

Operating in this new and improved campus, with first class learning facilities, we are well positioned to expand upon our popular programme of events, lectures, tours, trips and excursions with an innovative curriculum of courses and classes designed to cater to our adult audiences.

An exciting opportunity has now arisen for a vibrant and versatile individual to assist our Learning Department in the delivery of these events, and to provide administrative support to the whole team, ensuring the smooth running of the Learning office. This role will suit a strong and experienced administrator with well-honed organisational skills, exceptional attention to detail and the ability to prioritise effectively.

Personable, articulate and confident, your exceptional communication skills will enable you to build effective working relationships with internal colleagues and external suppliers and providers.

Numerate and analytical, you will code departmental invoices, prepare regular budget reforecasts and annual statements, and will collate statistics on Learning event participation. A fast and accurate typist, with first-class drafting skills, you will prepare agendas and take formal minutes, as well as managing the logistics for departmental and committee meetings.

Highly computer literate, you will have the ability to learn the functionality of software and systems with ease, and will devise and implement efficient electronic filing and record-keeping schemes to support the work of the department. Supremely well-organised and a team player, you will be structured and methodical in your approach whilst remaining flexible to meet the varied tasks, priorities and deadlines required by the Learning team.

You should also be able to demonstrate a genuine interest in the visual arts and a sound understanding of the vision of the Royal Academy of Arts.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page of our website: <http://www.royalacademy.org.uk/careers-at-the-ra>

**Closing date for applications: 05 March 2015**  
**Interviews to be held w/c: 16 March 2015**

## **JOB DESCRIPTION**

**Job:** Learning Department Administrator  
**Department:** Artistic Programmes – Learning  
**Reports to:** Head of Learning

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### **MAIN OBJECTIVE**

To provide administrative support to the Learning Team in the delivery of an ambitious programme of tours and talks; workshops; courses and classes, and events and lectures, both at the RA and off-site at community and school venues.

### **MAIN DUTIES**

- Review, modernise and improve office systems and processes to ensure maximum efficiency and enhanced communication
- Arrange meetings and book rooms for Head of Learning and managers within the department; manage departmental room bookings, prepare event sheets and attend facilities meetings as required
- Draft agendas, take minutes and distribute notes for Learning Committee and Departmental meetings and other meetings as requested by Head of Learning; prepare event sheets for Learning Committee meetings
- Manage the booking and the scheduling of all events in the Learning Studio and in the Fine Rooms on Mondays and Friday evenings, working with staff to resolve any conflicts that arise
- Collate and code any invoices for security, materials, catering, and general expenses (if not placed through the purchasing system); collate annual budget statements (with quarterly reforecasts) from Learning teams; and with Head of Learning and Financial Analyst, review and adjust quarterly forecasts as necessary
- Develop and maintain an internal system for Learning team members to order all art materials and supplies using an online purchasing system (i-POS); code, place, and track all orders and receipt on delivery of goods and services; work with the Workshop Co-ordinator to track inventory and reorder as necessary; work with Procurement to secure the best possible prices for the RA
- Collect and collate participation statistics from Learning Teams on a monthly basis; develop reports for each exhibition, for reports to funders and for the end of year Annual Report
- Manage department relationship with caterers, Peyton and Byrne; submit requests for catering; follow-up to ensure orders are correct; confirm and code invoices
- Order catalogues for department use, manage sale of Exhibition in Focus Guides to RA Enterprises
- Order and maintain office stationery; sort and distribute incoming post; manage changes to internal telephone directories; renew departmental memberships and subscriptions; manage Learning lists of private views; manage use of departmental camera and laptop, oversee basic induction for new Learning staff.

- Ensure that Health and Safety policies, procedures and regulations are known, understood and complied with by yourself, your team (if applicable) and any contractors, suppliers and all others who work with the team.
- Any other duties assigned by Head of Learning.

## **PERSON SPECIFICATION**

### **Experience, Skills and Personal Qualities**

- Educated to degree level (or equivalent)
- 2 years of office-based administrative experience, ideally in an arts institution
- Knowledge of office-based administrative systems and procedures (including purchasing)
- Advanced working knowledge of MS Excel, Word, Outlook
- Able to learn fundamental functions of systems and software with ease
- Able to devise and operate efficient and effective office systems and processes which support the work of the Learning team
- Good organiser with great attention to detail
- Able to manage multiple tasks, changing priorities, identify differing deadlines and prioritise work
- Excellent interpersonal skills to build close working relationships with colleagues. Friendly and confident with an approachable manner
- Excellent written and oral communication skills; ability to draft/write minutes, reports, deal with telephone calls, messages and emails
- Methodical approach to work to ensure accurate information is maintained in office and distributed throughout the department and the RA
- Willingness to work as a team member initiating and building on ideas, prepared to see tasks to completion
- Flexible and comfortable providing help and assistance across different teams in the Learning Department
- Prepared to adapt, share and build on others' ideas – team player
- Competent, conscientious and confident to take the initiative.