

**Courses and Classes Assistant**  
**Learning Department, Artistic Programmes**  
**Royal Academy of Arts (based in Blackfriars from July 2015)**  
**£20,000 plus attractive benefits**

**About the Royal Academy of Arts**

The Royal Academy of Arts (RA) is one of the UK's foremost arts institution, famous for its world class exhibitions including Van Gogh, Anish Kapoor, and David Hockney. 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.

The RA is going through its most radical development in its 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 and first class learning facilities, including a new Education centre and a 300 seat auditorium. We will be a 2.5 acre site dedicated to the exhibition, creation and debate of the arts.

**About this role**

Our new Courses and Classes programme is a varied and innovative programme of short courses and practical classes that will animate the RA, engage core audiences and attract new ones. The programme explores a range of subjects from life drawing to the history of portraiture, and is led by expert tutors and practising artists. We aim to establish the RA as the centre for debate and adult learning in London.

An exciting new opportunity has arisen for a Courses and Classes Assistant to join the Learning Department. This role will support the Courses and Classes Co-ordinator, ensuring the smooth running of the Courses and Classes programme for adult audiences, as well as providing efficient and accurate administrative support.

A strong administrator, you will possess well-honed organisational skills, exceptional attention to detail and the ability to prioritise effectively. Team-orientated and confident, your excellent communication skills will enable you to build effective working relationships both with internal colleagues and external presenters and providers. This role combines administrative duties with event facilitating and managing responsibilities.

Well-presented and personable, you will co-ordinate all event logistics and provide exceptional customer service. You will be highly computer literate, with experience of working with databases. You must be available to work regular evenings and weekends when courses and classes take place, and will demonstrate a flexible approach to work, as well as a genuine interest in the visual arts.

**How to Apply**

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 on our website <http://www.royalacademy.org.uk/careers>

**Closing date for applications:** 14 June 2015 (midnight)  
**Interviews to be held:** 24 and 25 June 2015

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Courses and Classes Assistant</b>
<b>Department:</b>	<b>Learning</b>
<b>Reports to:</b>	<b>Courses and Classes Co-ordinator</b>

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## **MAIN OBJECTIVE**

Assist the Courses and Classes Co-ordinator with the co-ordination and delivery of the public Courses and Classes programme for adult audiences.

## **MAIN DUTIES**

1. Assist the team with the delivery of the programme of courses and classes including event management and delivery, and responsibility for overseeing sections of the programme in agreement with the Courses and Classes Co-ordinator
2. Work closely with the team to organise logistics for the programme of practical classes, seminars, short and long courses. This will include: send out communications to participants; check and prepare venue set-up; prepare event sheets; ticketing set-up; request signage from in-house Graphic Designer; catering requests; preparing event paperwork; act as first point of contact at the event; oversee drinks receptions and supervise all staff, volunteers and interns assisting with the event
3. Monitoring material use; updating stock records; ordering necessary art materials and equipment and managing storage in agreement with Courses and Classes Coordinator
4. Act as first point of contact for all enquiries by phone, fax, email and in person.
5. Work with the Front of House Team to ensure the smooth running of welcome and customer service at courses and classes; duties include: organising guest lists and conducting FOH briefings before events take place
6. Proofread text for publications for Courses and Classes to ensure all information provided is correct and accurate and gather images where required
7. Work closely with colleagues across the Academy and inform them of any changes or updates to events
8. Regularly review Learning Department and Courses and Classes online calendars to ensure it is up to date and accurate in the listings of events and lectures
9. Carry out research for ideas for artists and other contractors for future Courses and Classes programme as directed by the Courses and Classes Co-ordinator
10. Carry out post event administration, such as co-ordinating feedback responses and requesting invoices

11. Responsible for the creation and co-ordination of monthly email shots and additional promotion for special events where required in other newsletters, target marketing and flyer designs
12. 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
13. Undertake any other task which may reasonably allocated by Courses and Classes Co-ordinator or Head of Learning.

## **PERSON SPECIFICATION**

### **KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALITIES**

- Undergraduate degree or equivalent, preferably in Art History, Fine Art, or Cultural Studies
- 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 courses and classes programme
- Demonstrable aptitude with MS Word, Excel and PowerPoint, advanced-level user and experience of databases
- Professional, friendly and helpful manner with high-profile artists, 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
- Sound knowledge and awareness of contemporary culture – art, film, literature, television, music and politics
- Must be available to work regular evenings and weekends

- An interest in visual arts and a commitment to the work and objectives of the Royal Academy