

lukejerram Ltd

PA & PROJECT COORDINATOR (MATERNITY COVER)

JOB DESCRIPTION

Luke Jerram's multidisciplinary practice involves the creation of sculptures, installations and live arts projects. Living in the UK but working internationally since 1997, Jerram has created a number of extraordinary art projects which have excited and inspired people around the globe. www.lukejerram.com

Position: PA & Project Coordinator (Maternity Cover)

Terms: Part time, 15 hours per week over 3 or 4 days (to be reviewed after 3 months, with possible extension to 18+ hours per week). This is a fixed term contract to cover a period of maternity leave from June 2019 for 9 - 12 months, with the possibility of extension.

Salary: £21k pro rata

Responsible to: Luke Jerram

Deadline for applications: Wednesday 10th April, 5pm

Contacting shortlisted applicants: w/c 15th April

Interview: Tuesday 23rd April

How to apply: Email CV and covering letter (no more than 2 sides A4) as pdf attachments to studio@lukejerram.com or by post:

Luke Jerram, Unit 5.8, Paintworks, Bristol, BS4 3EH

Purpose of Job

Luke has a range of artworks being presented concurrently around the globe and a highly effective and experienced arts project coordinator is being sought. As well as some general PA, finance and administration responsibilities, this role will include responsibility for coordinating a number of different projects; public realm commissions; exhibitions; artwork, book and print sales; as well as supporting the Touring Manager with [Museum of the Moon](#) and [Gaia](#), among others.

This is a fixed maternity cover position as a key member of a small, busy team and as such the candidate is expected to hit the ground running after a short handover period.

Principal Responsibilities

Project Coordination:

- Liaison with national and international galleries, museums, festivals, institutions, project managers and technicians
- Responding to artwork sales enquiries / coordinating editions and orders databases

- Coordinating a range of project and exhibition schedules, transport and logistics
- Updating project budgets and documents
- Proofing press releases and other texts
- Writing and proof reading funding and commission applications and proposals
- Assisting the Touring Manager with marketing, evaluation and other logistics as and when required
- Managing distribution and sales of a new artist monograph book at targeted venues

General administration:

- Responding to emails
- Coordinating Luke's diary
- Managing finances including invoicing & liaison with Luke's accountant and bookkeeper
- Updating Luke's portfolio of websites
- Office management – overseeing bills & services, ordering supplies.
- Responding to press enquiries and providing imagery
- Production and distribution of quarterly newsletters
- Occasional hospitality for visitors and meetings
- Coordinating sale of imagery
- Other tasks as relevant to this post

Qualifications, Skills & Experience

- Experience in arts administration (at least 3 years)
- Excellent organisational and communication skills
- Excellent IT skills, including Excel, Word, Photoshop and WordPress platform websites
- Trustworthy and good initiative
- A flexible and positive approach to work
- High level of attention to detail and excellent time management skills
- Excellent literacy and numeracy skills
- Preferably a full UK driving licence with own vehicle
- Bristol-based

Key Performance Indicators

- Smooth management and coordination of concurrently running projects and a well organised, realistic diary
- Effective financial management with invoices paid and received on time and accounting kept up to date
- Efficient administrative systems in place
- Continued regular sales and loans of artworks
- Continued smooth coordination of exhibitions and commissions

Terms & Conditions

15 hours per week (spread over 3 or 4 days to ensure smooth day to day procedure and efficient communications).

This is a fixed term maternity cover contract for 9 - 12 months with possibility of extension. There is a 3 month probationary period during which the post holder must achieve a satisfactory level of job competence.

28 days pro rata paid holiday (inclusive of all bank holidays)

The post is to be based at Luke's studio & office at Paintworks, Bristol.

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