

# KARST

15th April 2021

Dear Applicant,

## **KARST – ADMINISTRATOR**

Thank you for your interest in the position of Administrator. You will find all the information you need in this pack to assist you in making your application:

- Job description
- Personal Specification
- Equal opportunities monitoring form

An equal opportunities monitoring form is also included for you to complete and return with your application. Please ensure you send the following items as pdf attachments in one email addressed to [dm@karst.org.uk](mailto:dm@karst.org.uk) no later than midnight on 10th May 2021. Applications received after this time will not be considered.

Your application must include:

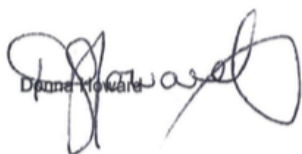
- A covering letter - detailing your skills and experience and, ultimately, why you would like this role and how you would fit with the company. Please limit your response to no more than 2 sides of A4.
- An up-to-date CV - detailing your relevant education and professional experience. Please limit your response to no more than 2 sides of A4.
- Name and contact details of 2 referees (referees will not be contacted until an offer of employment is made).

We will let all applicants know whether or not they have been invited for an interview.

If you are shortlisted you will be asked to attend a zoom interview on Friday 21st May 2021. Please ensure you indicate your availability for this date in your covering letter.

If you have any questions or would like to talk to a member of the team about any requirements you have, please email [dm@karst.org.uk](mailto:dm@karst.org.uk)

With thanks and best wishes,

A handwritten signature in black ink, appearing to read 'Donna Howard', with a stylized flourish at the end.

Donna Howard  
Executive Director

## **OVERVIEW OF ORGANISATION**

Located in Plymouth, KARST is a leading cutting edge contemporary art space with an international reputation for innovative and ambitious creative programming.

KARST is a National Portfolio Organisation funded by Arts Council England. It is the largest independent contemporary art venue in Plymouth, comprising a free public gallery space and artists' studios. KARST was co-founded in 2012 and is located in the industrial Millbay area of the city, which is among the 10 percent most deprived wards in the UK. KARST is a test-bed for experimentation across art forms, and attracts diverse audiences through cutting edge group exhibitions, screenings, music events, and performances. As a charitable organisation, KARST focuses on working in partnership with artist groups, cultural organisations and the creative sector through curated exhibitions, events and critical dialogue, to support international cultural growth within the South West and beyond.

KARST is an Arts Council NPO and selected venue for British Art Show coming to Plymouth, in Autumn 2021. As an ambitious, forward-thinking organisation, and as part of our Unlocking Creative Space project, we will be carrying out significant capital development works to ensure our building is totally accessible to all.

We value and respect all differences in all people (seen and unseen) at KARST. We aspire to inclusive working experiences and an environment that reflects the audience we serve, where our people have equal access to career development opportunities, their voices are heard and can contribute to our future. KARST staff will receive specialist training in Equality, Diversity, and Inclusivity issues before an EDI strategy is formed. The successful candidate will have an active voice in this process.

## **ROLE SPECIFICATION**

KARST is seeking an experienced, ambitious and dynamic Administrator, to provide effective and efficient business support services to the management team and staff.

The role requires:

You should be a hugely organised team player with a proactive attitude, good communication skills and a passion for organisation and accuracy. Reporting to the Head of Operations, the administrator will support the smooth running of the premises, office systems, and programmes. The candidate will be un-phased by a diverse and wide-reaching workload and comfortable forming relationships with a range of stakeholders, contractors and suppliers.

### **What will KARST provide to support this role:**

Support from members of KARST Board of Trustees

Birthday's as a paid day off!

Opportunity for professional development.

## **JOB DESCRIPTION**

### **Primary Objectives**

- To provide effective and efficient administrative support to the KARST Senior Leadership Team.
- To work with the KARST team and partners to deliver the KARST core programme of activity on time, on budget and to the highest standard.
- To proactively form and maintain strong working relations with all KARST stakeholders, to include artists, curators, partners, audiences and external professionals, as appropriate.

### **Key Accountabilities**

- To act as a welcoming and helpful first point of contact for all enquiries and visitors in person, by telephone and by email.
- To work with the Head of Operations and Head of Creative Programme to provide project and programme logistics and administration support.
- To work with the Head of Operations to maintain and review systems, processes and policies.

- To support the Head of Operations with updating and monitoring of personnel contracts and to keep the HR system up to date.
- To assist the Head of Operations to gather and submit all relevant data for Arts Council England and annual reports to Companies House and the Charity Commission.
- To assist the Head of Operations in ensuring evaluation is considered across the KARST programme, to ensure all data and feedback is collated and filed in an accessible location.
- To coordinate Board meetings, including scheduling, collation, distribution of papers, minuting the meetings, purchase and preparation of refreshments and welcoming guests
- To be responsible for general office administration including opening and distributing mail, general housekeeping, monitoring and ordering stationery supplies and consumables
- Arrange and support meetings with contractors, artists and external organisations
- To manage and maintain KARST's filing and archiving systems, both digital and paper
- Carry out financial transaction processes for KARST, as appropriate.
- Support openings of exhibitions and other events in and out of normal working hours
- To be an enthusiastic advocate of KARST and have a thorough understanding of the company's mission, vision and aims.

## **PERSON SPECIFICATION**

### **Knowledge and Experience**

- Minimum three years of administrative experience.
- Experience of databases, budgets, information gathering, organisation and dissemination.
- Proven track record of managing a range of relationships: pro-actively keeping relevant stakeholders informed.
- Proven ability to deal with multiple work-streams with a range of deadlines.
- Experience of managing suppliers and contractors.
- Proven experience in implementing HR processes.
- Understanding of keeping records and statistics.
- IT literate, with a good working knowledge of Microsoft Office packages and Google Drive.

### **Skills and Attributes**

- A keen interest in the arts.
- Positive, approachable, personable, can-do attitude with the ability to be flexible and adaptable.
- Manages time and workload effectively, able willing to ask for help when needed.
- Willingly shares ideas, resources and information with others.
- Excellent and confident communication skills with great attention to detail.
- Excellent organisational and administrative skills.
- Ability to work quickly, methodically and accurately, and to problem solve proactively and creatively.
- Self-motivated and collaborative, with proven ability to work both independently and as part of a team.
- Ability to work evenings and weekends.

### **Desirable**

Experience and knowledge within arts and culture.

## TERMS OF EMPLOYMENT

- Salary £21,000 p.a. (pro-rata) FTE 2 day week
- Tenure Permanent contract of employment following the successful completion of a probationary period
- Probation Period: Four months
- Days and hours to be negotiated and agreed. Occasional evening and weekend working may be required.
- Holiday: 20 days annual leave, plus public bank holidays (pro-rata)
- Pension: An auto-enrolment pension scheme is in place with NOW:Pensions. Under pension auto enrolment legislation, the employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earnings to the Now: Pensions plan.

Disclaimer: This document does not constitute an offer of employment nor forms any part of any contract