

## The Roche Court Educational Trust

### ARTiculation Coordinator Job Description

Full-time. Reports to the ARTiculation Outreach

#### Key roles

##### Communications

- Build ARTiculation communications plan
- Develop regional press contacts and coverage
- Maintain and expand ARTiculation Social Media Platforms including Facebook, Twitter, LinkedIn and Instagram
- Organise events for ARTiculation Networks including alumni, partners, universities, sponsors and teachers
- Development ARTiculation's digital presence including website, learning resources and blog
- Produce ARTiculation branding and marketing material
- Research, build and develop the ARTiculation Alumni Network
- Design flyers, invitation cards and leaflets to publicise events and workshops using InDesign or MailChimp software.
- Produce and send out press releases and newsletters
- Liaise with the NAC, the Trust, host venues and adjudicators to update guest list

##### ARTiculation Alumni

- Develop the ARTiculation Alumni Network
- Maintain regular contact with ARTiculation Alumni
- Seek and create opportunities for Alumni, including work experience and professional development

##### Administration

- Keep schools mailing list databases up to date and organise mail-outs
- Run booking system for schools for ARTiculation outreach workshops, ARTiculation Prize and ARTiculation conference
- Collect and co-ordinate key details such as photo consent forms, parking requests, disabled access requests and dietary requirements for all ARTiculation events
- Coordinate receipt of speakers' details for the ARTiculation Prize
- Coordinate guest and registration lists for all ARTiculation events
- Contribute to the production of information for Trustees' meetings, funding applications, reports and marketing materials
- Update diaries of events and liaise with all members of Trust and New Art Centre staff about key information surrounding events
- Check stock of printed materials and re-order as appropriate
- Assist with collating data and support the writing of reports, formal evaluations as required

## General

- Support RCET in office management, answer telephone enquiries, pass on messages and greet any visitors.
- Maintain education filing systems.
- Contribute to all reporting procedures including Trustees' meetings, funding reports, newsletters and case studies.
- Document and collate statistical and qualitative information in preparation for reporting
- Record ARTiculation activities through photography, audio recording and film
- Attend and support staff at ARTiculation Regional Heats, Regional Finals and Grand Final as required.
- Facilitate and support ARTiculation outreach workshops as required

## The Roche Court Educational Trust and the New Art Centre

- Attend New Art Centre private views (always on Saturdays) and associated events to promote the RCET
- Ongoing ambassador for the Trust to share our work with the gallery, their associates and all partners
- Support New Art Centre staff with meeting and greeting at front of House and leading Artist House tours when required.

## This job is for you if you have the following:

Excellent communication skills and are confident and friendly

Knowledge of, and passion for, the arts

Qualified to degree level or equivalent

Excellent working knowledge of Microsoft Office and Adobe creative packages

Excellent organisational skills

Experience of working with schools and young people

A proven ability to multi-task, work flexibly and work independently as required

A full driving licence

This above is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate. Please note from time to time you will be asked to perform duties that extend your job description that best serve The Trust and the New Art Centre. This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of The Roche Court Educational Trust. Any amendments to the job description will be discussed with the Board of Trustees and the post holder and subsequently confirmed in writing.