



ROLE DESCRIPTION

Administration & Marketing Officer

OVERVIEW	Westbury Arts Centre (WAC) is a registered charity and company limited by guarantee. The purpose of WAC is to inspire people in Milton Keynes and the surrounding area to live more creative, happier and healthier lives. WAC does this through the provision of studios for artists, exhibitions of a wide range of art forms and workshops covering a range of artistic disciplines. WAC is located in the grounds of Westbury Farm at Shenley Wood – where parts of the building date back to as early as the 14th Century. WAC is managed by trustees who are all volunteers.
ROLE TITLE	Administration & Marketing Officer
RESPONSIBLE TO	Co-Chair (Operations)
PURPOSE/SUMMARY OF ROLE	This post is to fulfil administrative and marketing roles that are of central and vital importance to the running of one of Milton Keynes' foremost arts centres. Based in a Grade II listed building, Westbury offers a unique workplace with an interesting and unique creative atmosphere.
DESCRIPTION OF TASKS	<p>Administration</p> <p>Office Management:</p> <ul style="list-style-type: none"> • Manage phone and email activity <ul style="list-style-type: none"> • Liaising with artists, the public, customers and suppliers • Manage core records via Google Drive and Google Workspace • Manage bookings – room, workshops, exhibition bookings, issue invoices • Manage Westbury Calendar <p>Day-to-day On-site Representation</p> <p>Marketing</p> <ul style="list-style-type: none"> • Deliver Marketing communications: <ul style="list-style-type: none"> • Manage Events, exhibitions etc. (assisted by Project Support Freelance) • Attendance at events outside normal office hours covered by flexible ad-hoc working hours agreements • Manage and develop contacts database • Manage MailChimp campaigns



	<ul style="list-style-type: none"> • Responsible for regular internal and external Westbury news • Maintain website content • Deliver social media campaigns and maintain content pipeline – regular promotion of WAC activities to build relationships with the arts community, the public and stakeholders
TIME COMMITMENT	5 hours/day – 25 hrs/week, based at Westbury Arts Centre Salary from £13.50/hr based on experience – 4 weeks statutory leave, pro rata, including public holidays.
SKILLS AND QUALIFICATIONS	<p>Excellent interpersonal skills</p> <p>Office Management:</p> <ul style="list-style-type: none"> • Good working knowledge of standard office software: <ul style="list-style-type: none"> • Word, Excel, Powerpoint (mandatory) • Familiar with Google Workspace and Quickbooks (desirable) • Familiar with Hootsuite, Mailchimp and Wix (desirable) • Experience of marketing communications, marketing campaigns and events
TRAINING AND SUPPORT	Provided by Project Support Freelance and Trustees
APPLICATION PROCEDURE	Covering letter to be sent to the Co-Chair (Ops) with brief CV. Potential candidates will be contacted for a phone call and chat. Thereafter, an informal interview with the Co-Chair and a Trustee will be held. If successful, there will follow a trial period of three months, at the end of which the role will be reviewed and a mutual decision will be made on continuing with the position.
CONTACT INFORMATION	Jane Herriman, Co-Chair (Operations) Email: jane@westburyartscentre.co.uk