



ROLE DESCRIPTION

Administration Assistant

<p>OVERVIEW</p>	<p>Westbury Arts Centre (WAC) is a registered charity and company limited by guarantee. Our goal is to inspire people in Milton Keynes and the surrounding area to live more creative, happier and healthier lives. We do this through the provision of workshops covering a range of artistic disciplines, studios to rent for artists, hiring out our rooms and mounting exhibitions. WAC is led by trustees who are all volunteers.</p>
<p>ROLE TITLE</p>	<p>Administration Assistant</p>
<p>RESPONSIBLE TO</p>	<p>Office and Marketing Manager (O&Mktg Manager)</p>
<p>PURPOSE/SUMMARY OF ROLE</p>	<p>This new role is designed to support our continued growth, with a focus on the administrative, finance and marketing functions.</p>
<p>DESCRIPTION OF TASKS</p>	<p>Administrative duties</p> <ul style="list-style-type: none"> • Respond promptly and professionally to inquiries received online, via phone, and in person. • Administer bookings, including sending confirmation emails for courses and workshops. • Receive workshop and room payments using Zettle and process information online. <p>Room Booking Calendar management</p> <ul style="list-style-type: none"> • Maintain and update room booking calendar • Respond to room hire/exhibition space enquiries and bookings and ensure the necessary documentation is received and processed. • Generate and issue invoices and collaborate with the Treasurer to track and monitor payments. <p>Marketing Support delivery of course/workshop and exhibition marketing by:</p> <ul style="list-style-type: none"> • Liaising with exhibitors and room hirers and tutors regarding their bookings and gather marketing materials for their events. • Update the website using Wix



	<ul style="list-style-type: none"> • Support the O&Mktg Manager to create and distribute regular newsletters via Mailchimp, monitoring engagement and response rates. • Work under the guidance of the O&Mktg Manager to update and manage website content on the WIX platform, ensuring outdated information is removed. • Assist the O&Mktg Manager to keep WAC’s social media platforms, external listings sites, and other relevant channels up to date and monitor impact and engagement. • Maintain and regularly update lists of media channels pertinent to WAC’s activities. • Provide monthly reports on marketing initiatives, tracking performance and overall impact under the guidance of the O&Mktg Manager <p>Any other administrative duties as assigned by Office & Marketing Manager/ Trustees, as required to meet the objectives of the organization.</p>
<p>TIME COMMITMENT AND SALARY</p>	<p>15 hrs/week, based at Westbury Arts Centre, ideally Monday, Wednesday, Friday, times to be agreed.</p> <p>Initial six-month fixed term contract.</p> <p>Salary will be £11.44 per hour, paid monthly, and will be updated to reflect the national Minimum Wage.</p>
<p>SKILLS AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Confident and effective in dealing with customers and managing enquiries via email, phone and face to face, ensuring that the enquiries are resolved efficiently and in a timely manner. • Good working knowledge of standard office software: (Word, Excel, Outlook) • Administrative skills- accurate and with an eye for detail. • Experience of financial administration - raising invoices and reconciling payments. • Familiar with the following: SharePoint (desirable) Mailchimp Wix (Desirable) Canva QuickBooks



	Social media for marketing.
TRAINING AND SUPPORT	Provided by Office and Marketing Manager and Treasurer, other trustees as required.
APPLICATION PROCESS	Please send your CV plus a covering letter (of no more than 500 words), which explains why you are ideal for the role. Katherine.Bull@Westburyartscentre.org.uk Potential candidates will be invited to an interview.
CONTACT INFORMATION	Westbury Arts Centre Foxcovert Road, Shenley Wood, Milton Keynes, MK5 6AA 01908 501 214 Admin@westburyartscentre.org.uk