

INTERIM ART ADMINISTRATOR TERMS OF REFERENCE

The Interim Art Administrator will work mostly remotely on a part-time basis to execute the administrative duties of New Local Space. The successful candidate will be organised, have an eye for detail and be fluent in written and verbal communication, including writing letters and will be comfortable speaking with a wide demographic (in private and public). The Interim AA will have a critical eye, understanding what information is needed to complete tasks and be self-motivated to seek answers (through research online and consultations with other sources including team members). The Interim AA must be able to work with team members upholding personal and collective work ethic and integrity in both periods of low and high work intensity, as well as receive and process criticism in constructive ways. Though working mostly remotely, the Interim AA will attend on-site visits for events and meetings, and will be able to travel internationally occasionally.

This is an entry level 3 month part-time contract requiring a set 15h of work per week. Compensation is JMD \$62,000/month plus international travel.

The Interim Art Administrator must have working knowledge with the following:

Microsoft Office
Google Docs
Basic html
Mailchimp

The Interim Art Administrator shall consult and follow the Standard Operating Procedures of NLS and report to the Executive Director to:

- Use the following software and platforms in carrying out services:
 - o Email client
 - o Mailchimp
 - o Adobe Dreamweaver or other relevant FTP client
 - o Adobe Photoshop
 - o Microsoft Word
 - o Microsoft PowerPoint
 - o Microsoft Excel
 - o Facebook
 - o Instagram
 - o Twitter
 - o Google Drive

- Use NLS communication templates to create newsletters, and online invitations

- Create and share communication as needed via social media channels

- Use NLS graphic design templates to create announcements or digital flyers where necessary

- Update NLS website as needed

- Organise the logistics for all programming, liaising with artists and curators on logistics

and planning of all programming and sales, arranging meetings, creating meeting agendas and taking minutes

- Process sales
- Liaise with stakeholders, customers, donors and grantors about sales, donations, timelines, outcomes, reporting and other matters, arranging meetings, creating meeting agendas and taking minutes where necessary
- Liaise with Interns, delegating their deliverables, communicating expectations and ensuring quality standards are met, arranging meetings, creating meeting agendas and taking minutes
- Write press releases and liaise with the press and media about NLS programming
- Help to produce and manage NLS fundraising campaigns and events
- Communicate with podcast guests including initial invitations, information requests and scheduling
- Conduct literature searches related to podcast episodes
- Meet with podcast guests to troubleshoot the online recording platform for guests
- Be present at all NLS events
- Make inventories of refreshments and bathroom supplies for all events and programming
- Coordinate space being cleaned for all events and space handovers
- Prepare appropriately in a timely manner prior to representing NLS at local and international meetings or symposia
- Provide support for annual and other reports by organising quantitative and qualitative data where necessary

Deliverables include:

- Schedules prepared in a timely manner well in advance of projects so that NLS admin can plan schedules for all programming
- Weekly updates to website and social media properties (more frequently if needed)
- Meeting agendas and minutes
- Inventories
- Press releases to accompany events or major developments

- Monthly reports
- Produced podcast episodes
- Weekly timesheets (Interim Art Administrator's as well as those of Interns)
- Quantitative and qualitative data outputs to support the Executive Director's reports when needed (including Annual Reports to funders and donors)

To apply send the following materials to info@NLSkingston.org:

- Cover letter and resume sent t
- For applicants with less than 5 years work experience as an administrator school transcripts from last academic institution must be included
- Contacts for two professional references (name & title, phone number and email address)