



Patina Arts Administrator

Freelance, Part time*

Set project fee of £2,000

Administration

- School registration*, managing invoicing to schools (April) and monitoring of payment of fees.

Arts activities: Artist and materials coordination

In consultation with the Director:

- Liaison with Priory School on workshop dates so pupils can assist in their primary schools

Communications and fundraising

In consultation with the Director:

- Supporting communications, particularly website (Wix)
- Developing marketing and online fundraising – Lewes Lottery, Easyfundraising etc
- Coordinating production of t-shirts orders, printing and sales to outlets, schools and individuals.
- Helping with fundraising events (including Ditch the Detox and Patina dream team events), development of fundraising kits, and theme related events (for which an additional fee is payable)

General

- If possible, attending trustees' meeting (+/- 4 per annum)
- If possible attending and taking minutes at parent rep meetings (shared role with arts coordinator (+/- 2 per annum))
- Ensuring all safeguarding, health and safety and equality policies are implemented.

Desirable Skills and Knowledge

- Excellent planning and coordination skills
- Confident and enthusiastic manner and excellent interpersonal skills
- IT and social media skills (Wix, Excel, Outlook, Facebook, Twitter, Instagram, mailchimp, gmail, Gdrive),
- Experience of working with schools and community, ideally local communities
- Event administration experience
- A background in arts admin would be useful
- Ideally some prior knowledge of Moving On

Time requirement:

This role is on a freelance basis and the contract will be for the tasks above rather than on a daily rate. This is due to the nature of the work and the working hours needing to be flexible throughout the year. We approximate you will need to work 20 days throughout the year, with most of the allocated days needed between March – July, although some work will be year-round. The hours can largely be worked flexibly, day/evenings as suits you. Meetings are often held in the evening and occur every few months.

To apply:

Please email cara.patinalewes@gmail.com by **Wednesday 15th February** with your CV and a cover letter explaining your relevant experience for the role and why you would be interested in working with PATINA.

*School registration complete for Moving On 2023