

**Job title:** Communications and Events Administrator

**Reports to:** Communications and Events Manager

**Role purpose:** To carry out Acme's marketing and communications activities, assist in the delivery of events and assist with sorting for the Acme Archive.

Anticipated position split: 3 days communications and events activity; 1 day archive assistance work.

## **Main Duties and Key Responsibilities of Postholder**

### **Communications and events**

- Managing regular social media activity (Instagram, Twitter, LinkedIn) as directed by the Communications and Events Manager: gathering and creating regular content, monitoring, running campaigns and reporting analytical data.
- First point of contact for Acme website updates and queries (CMS), including design, page creation, copy, visual assets and reporting analytical data.
- Keeping Acme's client relationship management (CRM) contact database (GoodCRM) up-to-date, responding to colleague queries and ensuring the implementation of processes.
- Contacting and liaising with Acme's artist tenants (both individually and via group mailouts), monitoring the communications email inbox and responding to enquiries.
- Compiling and distributing e-newsletters (Mailchimp), for Acme's artist tenant and wider communities.
- Media monitoring, drafting and proofreading press releases and other materials. Supporting the delivery of press campaigns, in liaison with the Communications and Events Manager/external partners.
- Preparing, producing and distributing all publicity material, Acme publications and collateral, reporting to senior colleagues: writing, designing (Adobe suite), editing and proofreading.
- Reporting on communications campaigns, events and other activities, using data and analytics related to Acme's social media, website (Google Analytics) and CRM database.
- Supporting Acme fundraising campaigns as directed.
- Designing and maintaining online forms for recruitment, residencies and awards, evaluation etc.
- Working with Acme's departments to feed their expertise into communications activities and collaborate on relevant communications tasks.
- As directed, liaising with external suppliers (such as designers, photographers, printers, sign makers etc.).
- Supporting in the delivery of Acme events, including invitations, logistics, on-site presence and follow-up.
- Working at Acme and external public events as needed.
- Responding to internal communications requests from other Acme departments, in liaison with the Communications and Events Manager.
- Assisting the Communications and Events Manager in implementing Acme's overall communications and events strategy as directed.

### **The Acme Archive**

- Assisting the Records and Archive Manager in checking and preparing organisational records for the archive.

### **General tasks and duties**

- Adherence to data protection legislation and health and safety requirements.
- Attend relevant training courses with colleagues where appropriate.
- Together with other members of staff, handle general enquiries including written, phone and e-mail.

## **Job Description**

Communications and Events Administrator

Application deadline: 12pm, Monday 5 February 2024

---

- Attend staff and departmental meetings.
- Attendance at out-of-hours Acme events when requested.
- Voluntary participation in Acme's Equal Opportunities Working Party or Environmental Working Party.
- To undertake such tasks as may be required by Acme that is consistent with the nature of this post.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop this will be reviewed and will be subject to amendment in consultation with the postholder.

Criteria	Essential/desirable	How to be measured
Qualifications		
Good standard of general education to GCSE level or equivalent.	Essential	Application
Knowledge/Experience		
At least 1 years' proven work experience gained in communications and events.	Essential	Application/interview
Experience of working with website CMS, e-newsletter mailing systems (e.g. MailChimp) and form building platforms (e.g. SurveyMonkey, Cognito).	Essential	Application/interview
Social media experience (Instagram, Twitter/X, LinkedIn), gathering and creating regular content and reporting.	Essential	Application/interview
Experience working with a CRM or contact management database.	Desirable	Application/interview
Media monitoring, reporting and relations.	Desirable	Application
Experience of campaigns and fundraising.	Desirable	Application
Experience working with archives and data management.	Desirable	Application
Skills/Attributes		
Excellent MS Office skills. Familiar with and a willingness to learn Adobe Creative Suite (in particular InDesign and Illustrator) skills.	Essential	Application
Proven interpersonal skills, with the ability to work across departments and build relationships at all levels.	Essential	Interview
Event organisation skills, spanning invitations, logistics, on-site presence and follow-up.	Essential	Interview
Strong written communication and copywriting, ability to proofread. Ability to write for different channels and audiences.	Essential	Assessment
Exceptional attention to detail.	Essential	Assessment

Criteria	Essential/desirable	How to be measured
Highly organised and methodical in approach to work with excellent time management skills and ability to work under pressure to tight deadlines.	Essential	Application/interview
Ability to provide a positive and professional service to artists and colleagues.	Essential	Interview
Empathy with the mission, objective and values of Acme.	Essential	Interview
A commitment to diversity and equal opportunities.	Essential	Interview
Interest in providing opportunities and support for artists.	Desirable	Interview
Eligibility		
The ability to meet UK 'right to work' requirements.	Essential	Pre-employment check

## Summary of Terms and Conditions

**Position:** Communications and Events Administrator

**Employer:** Acme Artists' Studios Limited

**Place of work:** 44 Copperfield Road, Bow, London E3 4RR  
The office is on the 4th floor. There is a lift and level access throughout.

Your principal place of work is the Company's premises (as above). However, you may, following consultation, be required to work on either a temporary or on an indefinite basis at any premises which the Company currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

**Employment type:** Permanent

**Salary:** Part-time salary - £24,000 per annum (full-time equivalent £30,000 per annum)

**Benefits:** A commitment to flexible working  
Annual leave: 20 days pro-rata (full-time equivalent 28 days), inclusive of bank holidays  
Enhanced sick pay, maternity, paternity, adoption leave pay  
Pension scheme  
Cycle to work scheme  
Interest free season ticket loan  
Training and development opportunities  
Employee Assistance Scheme

**Days and hours of work:** 4 days / 28 hours per week, working pattern to be mutually agreed. There is the option for flexible and some remote working. Occasional out of hours work will be required, for which time off in lieu will be granted.

## How to apply

To apply, please visit our website and complete the Communications and Events Officer application form:  
<https://www.cognitoforms.com/Acme10/CommunicationsAndEventsAdministratorRecruitmentForm>

If you would prefer to make an application by video, it should be no longer than 5 minutes. In the video, please tell us:

- Your name;
- Why you wish to apply for the role of Communications and Events Administrator, and why you are interested in working for Acme;
- Outline how you meet each of the criteria in the person specification assessed at the application stage, provide specific examples of all relevant experience including voluntary work, education, skills and attributes.

There is a section in the application form to submit your video.

Please note that applicants who do not demonstrate that they meet the criteria outlined in the person specification will not be considered for the role.

The deadline for applications is 12pm midday on Monday 5 February 2024. Zoom and in-person Interviews will be held on the week commencing Monday 19 February 2024. Please note that these dates could be subject to change.

**The anticipated start date for this role is April 2024**

After submitting your application you will be redirected to an anonymous Monitoring Form. Completing this form helps Acme monitor how effective we have been in communication to and attracting a diverse range of applicants, and in order to identify possible direct or indirect barriers to application. The information you share with us on this form is optional, not part of any selection process, and is kept completely separate from your application. Unfortunately, we cannot provide feedback on unsuccessful applications.

Acme exists to support the broadest possible range of artistic practice, and creates opportunities for artists to develop and take greater creative risks.

We passionately believe in social equity and the benefits of diversity, seeking to support, encourage and include people, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled people and those from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the arts and cultural sectors.

**Access support**

Acme are committed to making our recruitment process as accessible and inclusive as possible. If you have any questions about making an application or need any adjustments / support at any stage of the process please email Natasha O'Brien, HR Advisor – [natasha@acme.org.uk](mailto:natasha@acme.org.uk). If you would like to apply via video submission, there is the option in the online form to do this.

**Proud member of the Disability Confident employer scheme**

As Acme is a Disability Confident employer, we commit that we will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as detailed in the person specification.

**About Acme**

London-based charity Acme has been supporting artists in necessitous circumstances for over 50 years. Over this time, it has provided thousands of artists with affordable studios, work/live space and a programme of artist support.

Acme is the single largest provider of permanent affordable artist studios in England, supporting over 800 individual artists across 15 buildings in Greater London each year.

