

Spike Island

JOB DESCRIPTION

Business Coordinator (Exhibition Services)

Key objective:

- Coordinate the planning, administration and delivery of Exhibition Services to support the effective realisation of Spike Island's business plan.

Responsible to/for:

The Business Coordinator (Exhibition Services) is responsible to the Exhibition Services Manager.

Key outputs:

1. Coordinate the planning and delivery of Exhibition Services through effective and efficient administrative and organisational support, including responding to all enquiries and quotation requests and organising rental agreements.
2. Support the Exhibition Services Manager to develop the Exhibition Services business, including reviewing the systems and processes that underpin the service, and actively pursuing new opportunities.
3. Monitor and coordinate projects effectively through Spike Island's in-house rental and relationship management systems.
4. Assist the Services Manager and Senior AV Technician with the scheduling and logistics of Exhibition Services.
5. Maintain systems to monitor income and expenditure against budgeted targets and liaise with Spike Island's Finance Manager to process all receipts, invoices and account payments.
6. Coordinate marketing and communications for Exhibition Services, in liaison with Spike Island's Communications Manager and other members of the team.
7. Monitor, report on and help evaluate Exhibition Services activity to ensure that our aims are being achieved, including gathering feedback and testimonials from clients.
8. Advocate for Spike Island Exhibition Services within the contemporary arts and keep up to date with sector developments to inform a relevant, high-quality service.
9. Ensure compliance with health and safety records and procedures relating to equipment and resources.
10. Maintain accessible and effective records, including minutes, contracts and insurances.
11. Operate in accordance with the organisation's employment, Health and Safety, Equal Opportunities and other legal requirements, organisational practices, policies and procedures.
12. Contribute to our aim to increase diversity across the organisation.



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13. Collaborate across teams and carry out any other duties commensurate with the role.



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