

Spike Island

PERSON SPECIFICATION Business Coordinator (Exhibition Services)

Attributes	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Business degree graduate or equivalent.
Knowledge	<ul style="list-style-type: none"> Working knowledge of administrative and financial processes, including accounting software. Knowledge of web-based project management applications, such as Trello and Slack, and customer relationship management (CRM) apps such as Capsule. 	<ul style="list-style-type: none"> Experience of project management systems and principles using Prince2 or equivalent. An active interest in and knowledge of contemporary art and the wider arts and culture sector. Working knowledge of web-based rental management software, especially Current RMS.
Experience	<ul style="list-style-type: none"> Experienced user of Customer Relationship Management (CRM) software. Experience of managing projects in a creative business. Track record of working in an arts organisation or proven, relevant experience in a creative environment. 	<ul style="list-style-type: none"> Project management experience within audio visual services sector. Experience of working in a marketing and/or sales environment, and of hitting/exceeding set income and expenditure targets
Skills	<ul style="list-style-type: none"> A high level of competence with office software and systems, with ability to interrogate data in order to report on trends and statistics and present them in a meaningful way. A creative thinker who can identify a problem and know how to find a solution. Good interpersonal and organisational skills. The ability to communicate effectively with artists of international status, as well as external clients, including galleries, museums and venues. Comfortable with working in a team and maintaining a can-do attitude, even under challenging circumstances. 	
Circumstances	<ul style="list-style-type: none"> The candidate should be an ambitious person wanting to develop a business during an exciting period of investment. 	



Spike Island Artspace Limited
Registered charity no. 1003505
Registered in England
and Wales no. 2624621
VAT no. 650 5760 40

Terms and Conditions of Appointment

Job duties and description:	The job description is a guide to the targets that the Business Coordinator (Exhibition Services) is expected to achieve. They may be changed from time to time by agreement to meet changing circumstances.
Normal hours of work:	28 hours per week. Mon–Thu, 9am–5pm (working days may vary according to the needs of the business, and may be negotiated)
Salary:	£20,572 p.a. pro rata (£16,457)
Term:	Fixed-term, 12-month contract, with the possibility of extension.
Pension:	On completion of three months' service, you would be eligible for auto enrolment in Spike Island's workplace pension scheme.
Annual leave:	In addition to bank/public holidays, employees are entitled to four weeks annual leave on full pay (pro rata).
Probationary period:	This post is subject to a probationary period of three months, during which the notice on either side is two weeks.
Notice period:	Upon completion of the probationary period, employment is subject to a two-month notice period.
Benefits:	Spike Island offers access to the following schemes: Cyclescheme Childcare Vouchers All such benefits apply during the course of your employment only.