

art asia

ART ASIA TRUST LIMITED

Application Pack June 2023

Operations Manager



ART ASIA TRUST LTD

OPERATIONS MANAGER

About Art Asia

Art Asia has a long and respected reputation for delivering South Asian Arts across the South region. Based in Southampton it now in its 42nd year and well embedded in the cultural scene in Southampton and beyond. We aim to communicate the rich and exciting experience of South Asian Arts to the widest possible audience. As part of that commitment, Art Asia' delivers the annual Southampton Mela Festival, which is the largest free family festival in Southampton for the past 20 years. It also delivers regular classes, workshops and performances and special projects in South Asian arts featuring the best local, national, and international artists. Art Asia is part of the National Portfolio Organisation (NPO) funded by the Arts Council of England and is also funded by Southampton City Council.

This is an exciting time to join the organisation as having secured Arts Council England NPO funding from April 2023, we are seeking to extend our work to the Isle of Wight and Portsmouth. The Operations Manager is an essential team member with responsibilities to support and delivering the business plan and promoting our cultural activities of the organisation to a wider region.

If you are interested in knowing more about the organisation and its work, please visit www.artasia.org.uk

How to apply

You can find an application form here <https://artasia.org.uk/we-are-hiring-operations-manager/>

Please complete the application form and send to recruitment@artasia.org.uk

Closing date for applications is midnight 30th June 2023

1. Shortlisted candidates will be invited to attend the Mela festival on **15th July at Hoglands Park, Southampton**
2. Interviews will be held on 25th July 2023
3. We will inform you if you have been successful.
4. If you have not heard back from us, it is likely that on this occasion you have not been successful.

Art Asia Trust Ltd

Job Description

Position:	Operations Manager
Salary:	£28,000-£30,000 (pro- rata and dependent on experience)
Hours of work:	Initially part time (3 days: 22.5 hours*) with the option to become full time at a later date. Occasional evening and weekend work maybe required.
Duration:	Permanent (Initial 3 months probation)
Reports to:	Chief Executive
Line management:	Administrator & Marketing
Location:	Southampton
Starting from:	September 2023

Purpose of the job:

Day to day administration of Art Asia in accordance with general policy guidelines, approved procedures and instructions of the Board of Directors and the CE. Special projects as required.

Specific Responsibilities:

To administer the office of Art Asia

1. To service the meetings of the Board of Directors as Company Secretary
2. To provide reports and financial information for the Board of Directors working with the treasurer and the bookkeeper
3. Quarterly reporting to the Arts Council under the instructions of the CE as well as ad-hoc reporting
4. Reporting to other funders
5. Mela admin:
 - a. stall bookings
 - b. artist contracts
 - c. organising volunteers and temporary employees
 - d. liaising with suppliers
 - e. invitations to VIPs

- f. supporting and assisting the CE and Mela production team to enable the provision of a successful Mela, both before, during and after the Mela
- 6. To work with the marketing consultant and the education officer to market and publicise Art Asia and its programme of activities.
- 7. To ensure health and safety at Art Asia
- 8. To promote the aims and objectives of Art Asia
- 9. To manage, assist and guide administration and office staff/volunteers
- 10. To update policies and procedures regularly

Key Tasks:

- A. To ensure the Board is efficiently and appropriately serviced including the provision of financial reports and management information.
- B. To manage all administrative and financial systems to ensure efficient and effective running of Art Asia.
- C. To maintain records of appropriate management information to enable the effective operation and development of Art Asia
- D. To work with the Chief Executive and Treasurer on financial planning and setting the annual budgets.
- E. To work with the Chief Executive and Directors on grant applications, fund-raising and sponsorship and reporting to funding organisations
- F. To ensure that Art Asia conforms to all legislation including adherence to governing documents.
- G. To carry out such other tasks as are reasonably assigned by the Board and the CE from time to time.
- H. To monitor and liaise with the complaints committee and other committees as necessary.

Ideal skills required:

- i. Excellent Computing skills to include:
 - a. Microsoft Office 365
 - b. Microsoft Teams
- ii. Excellent communication skills
- iii. Ability to self-manage
- iv. Ability to work independently
- v. Ability to work to deadlines
- vi. Valid driving licence
- vii. Knowledge of WordPress would be an advantage
- viii. Familiarity with accounting systems (Sage, Xero etc) desirable

Closing date on 30th June 2023

Shortlisted Candidates will be invited to attend the Mela on 15th July 2023

Interviews will be held on 25th July 2023

We do not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status or genetic information. If you are a not a British citizen, please ensure you have the right to live and work in the UK. We are legally required to request proof of your right to work before an offer of employment can be made.

This post requires that the appointed candidate is subject to a clear DBS check.

The part-time hours can be spread over the five weekdays with agreement of the manager.