

VISUAL ARTS TEAM ASSISTANT VISUAL ARTS

This role combines PA duties and administrative support to the team.

The role supports the work of the Director Visual Arts as well as administration of Visual Arts team activity, and requires the ability to manage multiple and complex priorities and work independently. It is the first point of contact for colleagues and senior external sector professionals, and answers enquiries to the department email account. The role supports all aspects of the Director's work with particular emphasis on relationship management and meetings with stakeholders and partners in the UK and global Visual Arts and Museums sector, and new contacts in relation to fundraising initiatives. It requires excellent attention to detail to manage diary, email, guest lists, contacts, finance processes, contracts, stationary orders, meeting logistics and follow up, note-taking, data, filing and archiving; and to arrange UK and global travel for the Director and Director of Exhibitions and logistics for internal and external events. Swift, clear and concise written skills are required for the preparation of letters, reports, minutes and presentations. The post also arranges away days, departmental advisory and other departmental committee meetings, and from time to time may contribute to website entries, social media outputs and proofreading.

Role Information

Role	Pay Band	Location	Duration	Reports to:
Visual Arts Assistant	British Council Pay Band 6	London	2 years FTC	Director, Visual Arts

Role purpose

To administer resources, processes and systems which underpin the work of Director Visual Arts and the Visual Arts team.

Strategic Business Unit overview:

The **British Council** was founded to create 'a friendly knowledge and understanding' between the people of the UK and wider world by making a positive contribution to the countries we work with, and in doing so making a lasting difference to the UK's international standing, prosperity and security. The programs we use to do this are wide-ranging and cover the arts, education, English, science and society.

Our UK **Arts team** works with the British Council's global network of offices to achieve significant impact and change by finding new ways of connecting and seeing each other through the arts. Our team in the UK has three main groupings: We have six art form teams; three cross-disciplinary teams; and three country-specific teams in Scotland, Wales and Northern Ireland. Our aim is to see stronger creative sectors across the world that are better connected with the UK. We believe arts and culture are vital to prosperous, secure societies, and that offering international cultural connections and experiences strengthens their resilience. We are uniquely able to make a difference thanks to our extensive and diverse networks in the UK and internationally, enabling us to respond to the individual context of each place we work in. [Link to Vision on internet.](#)

The Visual Arts team are dedicated specialists, committed to promoting the achievements of the UK's best artists and institutions abroad. We connect the UK's visual arts sector with professionals internationally, focusing predominantly on staging and supporting contemporary art projects in areas of the developing world. Primary activities include exhibitions, training and development, professional study exchange visits and the sharing of our unrivalled knowledge and advice on the logistics of working internationally in the visual arts and museums sector. The principal assets and responsibilities of the Visual Arts team include a major art collection (the British Council Collection); a professional library with extensive coverage of developments in the British art of the 20th and 21st century; the British Pavilion in Venice; a state-of-the-art Workshop and a team of professional visual arts experts who curate exhibitions for our global network, as well as offering advice and assessment for international institutions and individuals wishing to work in the UK. <http://visualarts.britishcouncil.org/about>

Main opportunities/challenges for this role:

- Successfully prioritize workload in order to balance the competing demands of a busy and complex department, split over two sites
- Be the first port of call for multiple enquiries from contacts in the UK and globally by answering or passing onto relevant colleagues in a timely fashion,
- In collaboration with partnerships, external relationships and Chair's office, support the planning, research and co-organising of bespoke overseas visits for stakeholders, led by Director Visual Arts
- Deal confidently and professionally with high-level senior contacts
- Support fundraising activities by keeping colleagues in fundraising and partnerships up to date by sharing information re Director's diary, global visual arts activity and relevant sector, partner and cultivation opportunities.
- Providing best practice IT and organisational support to the team, ensuring all processes follow British Council protocols and Code of Conduct

Main Accountabilities:

Programme and team administrative support

- Provide general administrative and logistical support to the Director of Visual Arts, as necessary, including proactive diary and e-mail management and forward planning. Manage all correspondence in a fast, clear, concise and persuasive manner, with attention to detail.
- Provide general administrative and logistical support to ensure the smooth and efficient running of Visual Arts, IT and systems set up, servicing and following up meetings, note and minute taking, team diary management
- Organizing travel for both Director Visual Arts and Director of Exhibitions as necessary including visa and hotel booking in the UK and overseas, liaising with overseas colleagues as necessary, and occasional support with organization of delegations or overseas group visits
- Cover for the Executive Assistant to Director Arts and the other Hub Assistant roles as agreed through line management
- Deal sensitively with confidential issues and situations
- Ensure team activity data and records for use by regions, partnerships and others is up to date, and oversight of departmental filing and records protocols

Customer/market focus

- Taking responsibility for responding in a timely, knowledgeable and professional manner to all enquiries, maintaining a working knowledge of the Visual Arts team's work in order to ensure a high quality customer experience and maintain the team's reputation internally and externally.
- Updating contacts immediately, and timely follow up with thank you letters and emails in response to invitation and events
- Occasional proofreading for publications and reports, and contributions to social media and website, and desk research
- Drafting/editing letters, talks, speeches, power point presentations and formatting

documents according to British Council brand guidelines

Sector/subject expertise

- Proactively maintains a sound working knowledge of major issues and stakeholders within the Director’s and the team’s sphere of work to build professional credibility and confidence

Relationship & stakeholder management

- Building productive working relationships across Arts and also more widely across the British Council including Corporate and External Affairs, Partnerships, Communications, Global Estates, Finance and the Global Network team.
- Responsible for guest list management, contacts management
- Organising team away days, and assisting with preparations for external advisory group meetings and other events as required.
- Develop good working relationships with appropriate colleagues throughout the British Council and in the relevant areas to facilitate effective development and delivery of Departments’ and the British Council’s Arts agenda.
- If appropriate, represents the British Council at relevant arts events to ensure appropriate support is given to the directors and other stakeholders.
- Actively participates in the cross art form team assistants’ networks

Financial and contract management support

- Administers British Council processes and procedures in accordance with British Council Code of Conduct and protocols including contract administration and raising and processing purchase orders
- Assisting Director Visual Arts and Director of Exhibitions with expenses and Director Film and Director Design as required
- Proficient in use of British Council Travel Booking/Visa and Hotel service providers
- Actively seeks to ensure value for money on behalf of the British Council for example when booking venues, travel and arranging services.

Leadership & management

- Can successfully align own working priorities with those of the Director and the team as whole
- Plans and prioritises own work activities, responding to changing and at times competing requirements to ensure effective delivery, and harmonises own work around Director’s own daily working programme
- Contributes to Arts Equality, Diversity and Inclusion agenda.

Role Requirements:

Threshold requirements:	Assessment stage
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Passport requirements/ Right to work in country	EU passport/existing right to work in the UK	<i>Shortlisting</i>
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Person Specification:	Assessment stage
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Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	Assessment Stage
• None	• A degree in a related arts subject	<i>Shortlisting</i>

Job Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	Assessment Stage
<ul style="list-style-type: none"> • Experience of office administration for example organising travel, finance, correspondence, events and diary management • A good broad knowledge of the UK Visual Arts and Museum sector and the UK contemporary art scene • Experience of working within the contemporary Visual Arts or Museum sector • Excellent writing and communication skills, including meticulous attention to detail. • Excellent software, organisational and data management skills with a range of packages including Excel, Outlook, PowerPoint 	<ul style="list-style-type: none"> • Experience with using a system to process purchase orders and invoices such as SAP • Working in an international environment • Proof reading skills • Experience of fundraising • Experience of working in a fast paced and complex environment 	<i>Shortlisting</i>
British Council Core Skills		Assessment Stage
<p>Communicating and Influencing – Level 2 Displays good written and verbal skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences</p>		<i>Shortlisting AND Interview</i>
<p>Planning and Organizing – level 2 Able to organise own work over weeks and months, or to plan ahead for a team, taking account of priorities and the impact on others</p>		<i>Shortlisting AND Interview</i>
<p>Using Technology – Level 2 Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</p>		<i>Shortlisting AND Interview</i>
<p>Account & Partnership Management - Level 2 Experience of communicating regularly with stakeholders, customers and/or partners to build mutual understanding and trust</p>		<i>Shortlisting AND Interview</i>
British Council Behaviours		Assessment Stage
<p>Connecting with others (MORE DEMANDING) Actively appreciating the needs and concerns of myself and others</p>		<i>Interview</i>
<p>Being Accountable (MORE DEMANDING) Putting the needs of the team or British Council ahead of my own</p>		<i>Interview</i>

<p>Making it happen (MORE DEMANDING) Challenging myself and others to deliver and measure better results</p>	<p><i>Interview</i></p>
<p>Creating shared purpose (ESSENTIAL) Communicating an engaging picture of how we can work together</p>	<p><i>Performance Management only</i></p>
<p>Working together (MORE DEMANDING) Ensuring that others benefit as well as me</p>	<p><i>Performance Management only</i></p>
<p>Shaping the future (ESSENTIAL) Looking for ways in which we can do things better</p>	<p><i>Performance Management only</i></p>