

Job Description

Luton Arts Support Administrator

	Job Title	Luton Arts Support Administrator
	Department	Culture Trust Luton
	Section	Cultural Learning and Skills
	Grade	L1b – P/T 3 days a week
	Reports to	Creative Talent Project Coordinator
	Staffing Responsibility	None
	Organisation	<i>Attached</i>

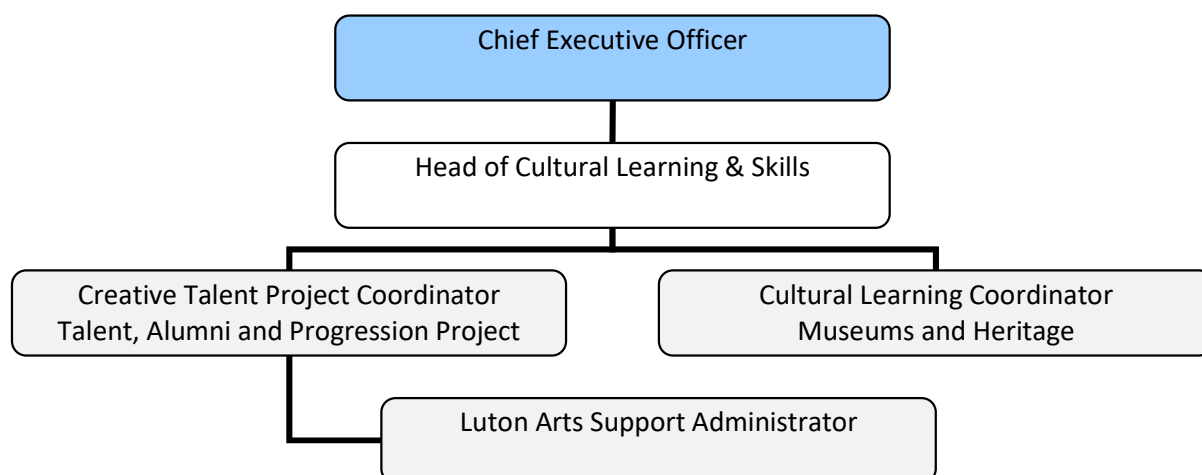
Overview

Are you looking to build a career in the creative industries? This is a rare opportunity to gain hands-on experience supporting a dynamic programme for creatives in Luton. Join the Culture Trust as a **Luton Arts Support administrator** and help deliver events, digital campaigns and activities designed to support local creative talent. This is an entry-level role for someone eager to learn, contribute, and grow in a practical working environment.

Job Purpose

This role supports the **Luton Arts Support partnership** — The strategic partnership between the Culture Trust Luton, Luton Arts, Clore Leadership and Revoluton Arts has produced a website portal called Luton Arts Support designed to connect, inspire and develop creative professionals in Luton. As an Administrator, you'll work closely with the partnership to administer the Luton Arts Website, approve submissions made by partners via the submissions portal and provide support for the delivery events and marketing content for the partnership. You'll also gain practical experience in content creation, communications, and programme administration, helping promote the partnership and the website resources to Luton's Creative community.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:		%
1	Support delivery of the Luton Arts Support website , including administration of submissions from partner organisations. Tasks include proof reading content, liaising with partner organisation and coordination of information, feedback collection and providing information about the Luton Art's Support cultural opportunities and creative career resources.	50
2	Assist with marketing tasks in the creation of engaging content to promote the Luton Arts Support partnership and website resource and any related opportunities. This includes drafting copy, sourcing or creating imagery, scheduling posts, and updating web content.	25
3	Work alongside the Creative Talent Project Coordinator and other staff to provide administrative support for ongoing programmes, including maintaining contact databases, collating data for KPIs, drafting communications and updating trackers or reports.	15
4	Undertake general administrative duties , such as note-taking, inbox monitoring, and supporting day-to-day operations to ensure the smooth running of the programme and website	10
<i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i>		

DIMENSIONS:

Supervisory Management: None

Financial Resources & Responsibilities: None

Physical Resources:

Postholder may be required to assist with:

- Setting up and clearing down events or workshops (e.g. arranging chairs, moving tables, preparing materials).
- Lifting or transporting lightweight equipment and display materials, using trolleys and other manual handling aids where available.
- Occasional tasks may involve working at height (e.g. climbing step ladders), where appropriate training and supervision will be provided.

Both roles involve practical support and event preparation, so a basic level of physical fitness and a willingness to assist with manual tasks is expected.

Other:

Postholder may be asked to travel across different Trust sites as part of their duties.

Some evening, weekend, and school holiday working may be required to support events and activities. Time off in lieu will be offered where appropriate.

Trust Vision:

A Luton, where arts and heritage empower everyone to belong, contribute and thrive.

Our Mission:

We are Luton's past, present and future.

We will use arts and heritage to break down barriers, forge opportunities, nurture wellbeing and bring communities together. We will inspire creativity, and empower people of all ages to belong, contribute and thrive.

Context:

The Culture Trust, Luton is a charity Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity, and our mission is 'to connect communities through culture'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. Pre-Covid we attracted over 285,000 visits per annum. We animate five sites: The Hat Factory Arts Centre, Hat Works Creative workspace, Hat House creative workspace, Wardown House Museum & Gallery and Stockwood Gardens & Museum. We present multi-cultural and year-round programme of events, exhibitions, workshops and performances. We support creative talent and skills by providing opportunities, platforms and cultural career progression for young people. We care for a collection of over 2 million artefacts, 1.5 million photographs and maps and hold the most extensive and complete hat and headwear collection in the UK. We co-produce activity with our community, Museum Makers volunteers and team of cultural experts

The nature of this role will require some flexibility in the working arrangements. It is envisaged that there will be occasions when the job holder will be required to cover short term absences of staff within all The Culture Trust Venues.

The post holder will participate in the delivery of effective customer-focused museum and arts programme and support the TAP programme in line with statutory legislation and Trust policies and procedures, including equal opportunities, customer care, health and safety regulations and disability discrimination policies.

Post holders will be under no obligation to accept any of the work offered by the Trust, and the Trust is not required to provide post holders with any work. Any work offered will be purely on an ad-hoc basis and will not count as employment for the purpose of continuous service with the Trust. Any work offered by the Trust will not mean that any work will be offered or have to be accepted in future.

WORKING ENVIRONMENT:

Working in support of Programme, Learning and Marketing teams across Culture Trust sites where required.

OTHER REQUIREMENTS:

Due to the nature of the post, the post holder will be required to work regular office hours, including some bank holidays and weekends.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience creating content for social media, newsletters or online promotion.	1, 2	Some experience supporting events, creative projects, or customer-facing services	1, 2
	Some experience carrying out administrative tasks such as responding to emails, record-keeping, or using shared folders/documents.	1, 2		
Skills/Abilities	Able to work both independently and collaboratively as part of a small team.	1, 2		
	Able to communicate clearly and professionally, both in writing and in person.	1, 2		
	Able to deal with a wide range of people politely and tactfully in a helpful and courteous manner.	1, 2		
	Confident using basic computer applications such as email, word processing and spreadsheets.	1, 2	Strong interest in marketing, content creation, or social media.	1, 2
	Able to manage time and tasks reliably with support.	1, 2		
	Strong communication skills.	1, 2		
Equality Issues	Able to identify some types of discrimination that commonly exist.	1, 2		
	Able to identify the effects of discrimination on service delivery.	1, 2	Experience of working with a wide range of people including minority ethnic and disadvantaged groups, and people of all ages.	1, 2
Manual Handling	With the use of appropriate aids, must be able to lift and move equipment/furnishings e.g. mats, books, table and chairs etc.	1, 2		

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Education	A good standard of literacy and numeracy, equivalent to Level 2 (e.g. GCSE English and Maths at grade 4/C or above), or relevant experience.	1, 2, 4		
Other Requirements	Able to work unsocial hours as required, including bank holidays, evenings and weekends including late night events.	1, 2		
	Able to work across Trust sites when necessary to support other teams to meet the business requirements of the organisation.	1, 2		
	Interest in the cultural sector	1, 2	Evidence of some experience of work in the cultural sector	1, 2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of the Culture Trust. The role and duties of the post are subject to change in line with the future development of the Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust's policies are reflected in all aspects of his/her work, particularly those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2018)