

# Bermondsey Artists' Group

The registered company office of the Bermondsey Artists' Group is c/o CGP LONDON, Gallery by the Pool, 1 Park Approach, Southwark Park, London, SE16 2UA.  
Telephone: 020 7237 1230. [www.cgplondon.org](http://www.cgplondon.org)

## Job Description: Administrator, CGP London

**Employer:** The Bermondsey Artists' Group – a not-for-profit company Limited by Guarantee and a Registered Charity  
**Place of work:** CGP London – The Gallery and Dilston Grove, Southwark Park, London SE16.  
**Reports to:** Gallery Manager, CGP London.  
**Hours of Work:** 16 hours per week (inclusive of one hour unpaid lunch break per day) usually on Thursday and Friday with occasional evening/weekend hours as required.  
**Remuneration:** £22,000 pro rata (£8,832 per annum). This is for a two days per week permanent (subject to renewed core funding) PAYE position with pension.

### 1.0 Purpose of the Job

1.1 The primary role of the Administrator is to support the small gallery team on all aspects of its core operations including exhibition support, general administration, marketing and fundraising.

### 2.0 General administrative tasks include (but are not limited to) the following:

- 2.1 Monitor and be responsible for all communications to the general e-mail administration address ([admin@cgplondon.org](mailto:admin@cgplondon.org))
- 2.2 Monitor and, in consultation with the Finance Manager, replenish key stationery, supplies and sundries items;
- 2.3 Prepare, print and manage distribution of front of house information/interpretation
- 2.4 Gather relevant statistical information (such as attendance) as required for reporting to stakeholders
- 2.5 Book technicians, tradesmen and other sessional staff including cleaners
- 2.8 Assist in the administration of loans including condition reporting for all incoming artworks
- 2.9 Assist in the production of a Risk Assessment for each exhibition, event and learning activity
- 2.10 Ensure that all front of house staff (invigilators) are briefed on technical and artistic matters relating to each exhibition

### 3.0 Supporting the Director and Gallery Manager with day to day running of the gallery, tasks including:

- 3.1 Exhibition and artist support, research and exhibition administration (condition reporting, loans, planning, etc)
- 3.2 Bermondsey Artists' Group member liaison
- 3.3 Front of House Invigilation team liaison and management of public information during exhibitions
- 3.4 Preparations for exhibition previews and events
- 3.5 Facilitate the maintenance and sales of Limited Editions

### 4.0 Supporting the Director on aspects of marketing, including:

- 4.1 Website management (CMS, Wordpress)
- 4.2 Actively develop our social media activities
- 4.3 Mailchimp mailing list management
- 4.4 Fielding public enquiries via email/telephone/in person
- 4.5 Press Liaison, press release distribution and follow-up contacts
- 4.6 Copy writing
- 4.7 Online / printed listings and event ticket management
- 4.8 Prepare Eventbrite ticket sales

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Membership of the group, which was established in 1983, is open to all visual artists who live, work or study in the London Borough of Southwark. The Bermondsey Artists' Group is a not-for-profit company registered in England no.3353857 and is a Registered Charity no. 1073851. The group manages artist-led initiatives and venues under the umbrella title of CGP London.

*Promoting the fullest participation in the Visual Arts by all sections of the community.*

Revenue funded by



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5.0 *Support the Strategic Development Manager and Director on aspects of Fundraising, including:*

5.1 Research

5.2 Meeting management

5.3 Related administration

6.0 *Support the Hires Manager and Gallery Manager on event and venue hire management, including:*

6.1 Event management and supervision (some evening and weekend work will be required)

6.2 Research

6.3 Public Programme research and delivery support

6.4 Venue Hire administration and research

7.0 *Essential Skills:*

7.1 Excellent knowledge and use of Office systems including Word, Excel etc.

7.2 Confident use of Social Media

7.3 Excellent communication and written skills

7.4 Strong team player

7.5 Efficient time management skills

7.6 Good understanding and knowledge of contemporary art and art history

8.0 *Desirable Skills:*

8.1 Previous experience of Content Management Website management

8.2 Previous experience of Photoshop, Illustrator

8.3 Previous experience of Mailchimp / similar mailing list subscription systems

**All CGP London staff are expected to read and act fully in accordance with the organisation's Diversity Policy.**

*Terms & Conditions of Service: Administrator, CGP London*

**Salary:** £22,000 pro rata (£8,832 per annum)

**Hours:** 16 hours per week (inclusive of one hour unpaid lunch break per day) usually on Thursday and Friday with occasional evening/weekend hours as required.  
Overtime payments will not be made, however, with the agreement of the Board, time off in lieu will be.

**Contract period:** This is for a part time, two days per week permanent PAYE position with pension (subject to renewed core funding). Probationary period: 3 months.

**Line Manager:** Gallery Manager, CGP London

**Notice:** 2 months

**Holidays:** 11 days plus statutory public holidays

*Application Process*

**Advertising:** Monday, 19 September – Monday, 17 October 2016

**Deadline:** Monday, 17 October 2016, 5pm

**Short-listing:** 18 – 21 October 2016

**Interviews:** Wednesday, 26 October 2016

**Post to start as soon as possible (pending any notice required)**

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