



## **PROJECTS COORDINATOR, DRAF**

Full time, based in London

DRAF is seeking a dynamic Projects Coordinator to join the team, working closely with colleagues and actively contributing to its activities. These include an ambitious programme of exhibitions, performances and public events in London and across the UK, and an extensive collection of contemporary art.

Following 10 years of successful programming in its London gallery spaces, DRAF is evolving and expanding. The next phase of the organisation will include a UK-wide collaborative programme, continuing a base in London and an increased visibility of the collection. The Projects Coordinator will oversee administration tasks at DRAF across all areas of its activities, including general organisation, exhibitions, projects and displays, cataloguing of the collection, communications and partnerships.

**Supports:** Director & Chief Curator, Collection Curator, Programme Curator, Head of Development and Communications

**Responsible for:** Trainees

## **HOW TO APPLY**

Please submit a full CV, and Letter of Interest (500-750 words) with the job title, to [info@davidrobertsartfoundation.com](mailto:info@davidrobertsartfoundation.com)

**Deadline:** Fri 1 June 2017, 10am

## **MAIN DUTIES:**

### **General**

- i. Support DRAF team with administrative tasks and other activities
- ii. Support preparation of and hands on assistance at all DRAF events;
- iii. Organise accounts, including meticulous recording of invoices and other finance procedures
- iv. Responding to public and partner enquiries by email, telephone and in person
- v. Manage DRAF project filing, image and video archives and contacts database, including back ups and regular review
- vi. Oversee and manage supplies for productive DRAF working environments
- vii. Manage trainees' schedules, and other freelance employees
- viii. Represent DRAF with a friendly, professional manner in all internal and external relations

### **Programme**

- i. Support Programme Curator to research, organise and realise temporary exhibitions, projects and displays at the Foundation and external venues
- ii. Provide logistical organisation, including production and installation quotes, booking travel and accommodation
- iii. Maintain up-to-date project files and documentation, and any other duties as requested by colleagues

### **Collection**

- i. Gather, review and maintain digital and physical copies of the artwork documentation (certificates, invoices, press, loan contracts, condition reports, insurance values, images, installation instructions), and update the database
- ii. Support Collection Curator and Collection Manager to organise safe conservation, movement and storage of works
- iii. Support Collection Curator to manage the general administration of the David Roberts Art Collection in all its aspects

### **Communications & Partnerships**

- iv. Research, design and produce funding and partnership applications in liaison with colleagues
- v. Support preparation, proofing, production and circulation of newsletters, press releases and printed communications, including uploading content to website, and posting social media
- vi. Manage guestlists, invitation mailings and rsvps; research, review and update contacts database in line with DRAF privacy policy

### **PERSONAL SPECIFICATION:**

#### **Essential:**

Excellent administrator

Highly organised, with experience of time management and prioritisation

Collaborative and enthusiastic attitude, ability to work closely with colleagues at all levels

Interest in contemporary art

Fluent English, with excellent writing and communication skills, and attention to detail

Some experience of working with budgets and accounts

Ability to operate MS Word, Excel, Mac and Adobe Indesign and Photoshop software

#### **Desirable:**

Experience working with artists to support the production of commissions, exhibitions and performances

Familiarity with arts organisations in London and across the UK

Experience of cataloguing, collection management, condition reporting or archival skills

Experience working with hospitality, patrons and supporters

Experience working with communications and audience development in the cultural sector

Experience of using video editing tools, social media platforms, website back-end systems or databases