



## Isle of Man Arts Council Job Description

<b>Job Title:</b>	Arts Administrator
<b>Responsible to:</b>	Arts Development Manager
<b>Department:</b>	Department of Education, Sport and Culture
<b>Grade:</b>	AO (Administrative Officer)
<b>Salary:</b>	Pay Band 7
<b>Hours:</b>	18.5 hours per week (occasional weekend and evening work)
<b>Location:</b>	Villa Gaiety Office, Villa Marina Arcade

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### **Purpose:**

- To manage the day to day administration relating to the operation of the Isle of Man Arts Council, including attendance at and the minuting of formal meetings
  - To provide administrative support to the Arts Development Manager and Arts Officers
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### **Main Duties and Key Accountabilities:**

#### **Isle of Man Arts Council Duties**

Acting as administrator to the Isle of Man Arts Council which includes:

- Organising meetings, preparation of agendas and meeting papers etc;
- Taking minutes at Council meetings;
- Managing the relationship between the Isle of Man Arts Council and recipients of funding;
- Dealing with the business of the Isle of Man Arts Council between meetings (including payments and correspondence etc) after consultation as necessary with the Chairman and the Arts Development Manager;
- Administration of funding applications:
  - liaising with applicants with queries
  - ensuring applications are completed correctly before funding meetings

- informing applicants of funding of funding decisions
- implementing funding decisions and subsequent payments
- ensuring End of Project Monitoring Forms are returned in a timely manner

## **Office Management**

### **Manage the day to day running of the Arts Team / Isle of Man Arts Council Office**

- Dealing with public enquiries and feedback both in person, on the telephone and via email, offering advice and information;
- Providing administration support to the Arts Development Manager, Arts Development Officer and the Arts Engagement Officer;
- Dealing with incoming mail and the general email inbox, filtering as appropriate;
- Dealing with telephone callers and filtering as appropriate;
- General office administration for the Arts Team such as purchase orders, stationery orders etc as required;
- Such other duties as may from time to time be allocated by the Arts Development Manager, Head of Villa Gaiety and the Arts and the Director of Corporate Services

### **Support for the Arts Team and Arts Events**

To provide administrative support to the Arts Development Manager and Arts Development Officer in the organisation of arts initiatives and events:

- Liaise with venues/ arts bodies / promoters and organisers
- Arrange travel and accommodation for visiting artistes
- Liaison with schools and the Department of Education, Sport and Culture where required
- Attendance at IOM Arts Council and Arts Team events when required.

### **Representation and Corporate Contribution**

The role holder will represent the Isle of Man Arts Council and therefore, the Department of Education, Sport and Culture in a range of settings, venues, working groups and events. It is expected that the role holder will be a committed ambassador of the Isle of Man Arts Council and the work that it seeks to achieve. More specifically they will be required to:

- Positively reinforce and communicate Isle of Man Arts Council objectives
- Deal professionally and flexibly with a wide range of artistes, venues, participants and partners
- Help to develop working partnerships between the Isle of Man Arts Council and Public/Private artists and organisations

### **Provision of advice**

The role holder will be a source of information and advice to all of the artistes, venues, participants and partners involved in delivering arts objectives.

### **Implementation and maintenance of policy**

The role holder will be required to comply with the IOM Government Financial Regulations and any other relevant Government and Department policies, procedures and regulations relevant to their role.

### **Performance Management**

Regular meetings will be held with the Arts Development Manager who will manage the placement.

### **Health & Safety**

The role holder will be responsible for his/her own health and safety and the impact of his/her actions on others.

### **Reporting Framework**

The role holder will be managed by the Arts Development Manager, Department of Education, Sport and Culture.

### **Integrity**

Working at the Department of Education, Sport and Culture, the role holder will be expected to recognise that their everyday business requires the highest level of personal integrity. There will be a responsibility to maintain the confidentiality of all Department of Education, Sport and Culture business and to uphold such confidences.

**Any other duties as requested as commensurate with the role and level of remuneration.**

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**Department of Education, Sport and Culture  
Isle of Man Arts Council  
Person Specification**

**Role:** Arts Administrator

**Job Summary:**

- To manage the day to day administration relating to the operation of the Isle of Man Arts Council, including attendance at and the minuting of formal meetings
- To provide administrative support to the Arts Development Manager and Arts Officers

<b>Credibility</b>	<b>Essential/Desirable</b>	<b>Method of Assessment</b>
5 GCSE's at Grade C or above (including English language) or equivalent	D	CV
Experience of working within an administrative environment	D	CV
Has open conversations	E	Interview
Addresses the issues	E	Interview
Builds supportive relationships	E	CV/Interview
Is professional and credible	E	Interview
<b>Capability</b>		
Strong administrative skills	E	CV/Interview
Able to work to a high degree of accuracy and attention to detail	E	CV/Interview
Able to work with a diverse range of people, building effective working relationships	E	CV/Interview
Able to use Microsoft Office, in particular Word and Excel	E	CV/Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
<b>Character</b>		
Reliable	E	Interview
Confident	E	Interview
Flexible and adaptable	E	Interview
Has positive energy and drive	E	Interview
Trusts and is trusted	E	Interview
Ability to multi-task and deliver on time	E	Interview
Inspires, motivates and empowers	E	Interview
<b>Circumstances/Interests</b>		
Knowledge and interest in the arts sector on the Isle of Man	D	CV/Interview

Full valid driving licence	D	CV
Use of own vehicle	D	CV/interview
Ability to work evenings and weekends	E	Interview
Isle of Man worker	D	Pre-Employment Checks