



Admin and Scheduling (Programming)

The role of Admin and Scheduling (Programming) Officer is to help Maketank with its day to day running including the events happening in the various spaces and responding to enquiries for space hire, collaboration, etc.

This is a busy, hands-on role requiring energy, creativity and tenacity. Excellent time management and self-motivation are essential.

Maketank is a cultural lab for social change; a creative home for local and artistic communities to generate culture that moves people and changes places. We believe that there is a synergetic relationship between thriving artists and thriving communities.

Maketank provides artistic and cultural education, engagement and experience to the communities of Exeter, Devon and wider region, by positioning art and culture at the heart of placemaking and urban regeneration through creativity and play.

Our vision is Exeter as a flourishing creative city with a sustainable cultural ecology, built on community participation, grassroots inclusion, co-creation. We aim to leverage the power of arts and culture to serve as a catalyst for cultural, community and urban development. Working collaboratively Maketank aims to provide support and advocacy for cultural activity, while pro-actively encouraging and providing facilities and services for research and development of artistic and cultural practices that foster greater diversity, inclusion, creativity, wellbeing and social growth in local communities.

JOB DESCRIPTION

Job title: Admin and Scheduling (Programming) Officer

Purpose of Job: Assist with the management of Maketank's spaces and to manage the inbox. Tasks include scheduling meetings, scheduling the space, communicating with the finance officer and social media officer to pass on relevant information, handling enquiries, showing people the space, helping out with set up/break down periodically, set up tickets sales and update Maketank's website with current and upcoming events.

PERSON SPECIFICATION

We are especially keen to hear from Exeter and/or South West based freelancers as elements of this role are on site. This opportunity is aimed at young people (18-25) who are interested in roles within the creative arts and who are interested in getting into freelancing. We welcome and encourage applications from individuals without formal education and/or who identify as:

- Neurodiverse
- Working class
- LGBTQ+
- Global majority* and/or migrant

*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

We are particularly keen to hear from Black and Global Majority people, and candidates who self-identify as neurodiverse.

If you have some of the criteria below and are interested in learning more please get in touch.

EXPERIENCE

- Awareness of arts events booking and hire of space (desirable)
- Experience of administrative support (essential)
- Experience of working in spreadsheets (essential)
- Experience working with Google calendars and Doodle to book meetings and events
- Experience in events and contracts work (desirable)
- Experience of working for an arts organisation (desirable)

SKILLS

- Excellent written and verbal communication skills
- High level of computer literacy
- Strong administrative and organisational skills
- Great attention to detail
- Ability to work to deadlines
- Good research skills
- Ability and willingness to contribute in collaborative work as well as work confidently alone
- Excellent time management skills
- Ability to handle information and pass it onto the appropriate people

QUALITIES

- A genuine interest in and passion for the visual/performing arts and culture - whether at a community engagement level and / or on a broader national scale
- A genuine interest and passion for the arts in Exeter
- Enthusiasm and support for Maketank's vision and growth
- An excellent, confident communicator with the ability to engage with a wide range of personalities and backgrounds
- A fast learner, who can quickly digest and retain information quickly and accurately
- Creative, positive and flexible approach to work

- Approachable with a friendly, efficient and helpful attitude
- Highly organised and self-motivated
- Discretion, tact and a sense of humour
- Flexible and able to switch between various ways of working and thinking

WHAT WE CAN OFFER YOU:

- Experience and support in setting yourself up as self employed
- Training in social media / creating content to fit a brand
- Opportunities to get involved in the arts in Exeter
- Access to Maketank's events and activities
- Opportunities to grow your client base

TERMS AND CONDITIONS

Equal Opportunities

Maketank is an equal opportunities employer. All staff members are required to adhere to Maketank's Equal Opportunities Policy, which is available upon request.

Terms of Contract

This is a freelance position with a six month contract (can be shortened to three months if needed)

Compensation

£10 an hour

Hours

Average is 12-16 hours a week, Monday to Friday. Some weekend work might be required during events.

TO SUBMIT YOUR INFORMATION

- Send us a short cover letter (up to 500 words) or a video (up to 4 min).
- Your CV

Send it to: hello@maketank.org.uk

Any questions, don't hesitate to contact us before submitting your information.

