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JOB DESCRIPTION

JOB TITLE:	B-SIDE ADMINISTRATOR & FESTIVAL ASSISTANT
REPORTS TO:	MARKETING MANAGER / EXECUTIVE DIRECTOR
FEES:	0.4 FTE £17,500 p.a. PAYE (£10 per hour)
DATES:	April 2020 – April 2021, with options to renew. Probation period 2 months.
HOURS:	Approx. 100 days per year @ 7hrs per day. Can be arranged differently. Some flexibility is required in 2020 (See Appendices).
DEADLINE:	09 MARCH 2020

MAIN DUTIES

Duties will include but are not limited to assisting the b-side team in all aspects of programme management to include – festival assistant, marketing and production support, general admin, managing the project space 'Outpost', attending meetings, taking minutes etc.

HOLIDAY ENTITLEMENT

Pro-rata of 28 days per year plus bank holidays.

ADMIN EXAMPLES

- Providing admin support for Co-Artistic and Executive Directors
- Negotiating the terms of service agreements (Utilities, IT support, Premises)
- Acting as Data Protection Officer and ensure that all procedures comply with relevant legislation
- Developing and managing a system for promoting sales and stock of items from Outpost, and at events. i.e. books / prints / maps / bags / t-shirts etc.
- Keeping the office and storage spaces in good order – establish a system enabling all to find and access information / equipment / tools / resources etc.
- Running and managing the Outpost exhibition programme
- Managing emails and dealing with general enquiries from info@b-side.org.uk

PRESS/MARKETING EXAMPLES

- Assisting the b-side Marketing Manager on delivery of the marketing strategy
- Uploading copy to relevant website/listings/exhibitions/publication and event sites
- Creating and updating relevant social media posts as directed
- Updating arts listing/website/research/publications/magazines and listings
- Providing support for Festival evaluation
- Administration and updating of b-side mailing lists
- Assisting in the co-ordination of b-side mail-outs / newsletters



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FESTIVAL SPECIFIC DUTIES

- Running the Outpost project space throughout the Festival period 05 – 13 Sept 2020
- Acting as main public point of contact at Outpost during Festival period
- Dealing with Festival retail during this Festival period e.g. ticket sales, sales of Festival stock
- Answering Outpost phone and responding to enquiries

NB. During the Festival period (Sept 4-14 2020) the Festival Assistant will be based entirely at Outpost project space on Portland.

ESSENTIAL

- This role is not always desk-based. It includes light lifting and manual handling (for which training will be given, when necessary) and physical activity.
- The person appointed will be required to assist artists to install work, help deliver materials to sites, distribute and put up signage and publicity at festival periods. A clean driving licence is not essential, but a useful addition.
- During festival, it is essential that members of the public are met, greeted, signposted, and given catalogues/other material they need to make their visit enjoyable. Therefore, it is essential that the person appointed is outward-facing, and can work front-of-house.
- Self-management, a structured approach, ability to work unsupervised are all essential qualities for candidates. Occasionally, work can be undertaken at home/off site.
- Observing equality and inclusivity practices and procedures and promoting equal opportunities at all times

PREFERRED BUT NOT ESSENTIAL

- Working knowledge of Mailchimp
- Working knowledge of Eventbrite or other online ticket sales website
- Working Knowledge of Word, Excel, Photoshop, In-Design
- Social media contributor
- Working knowledge of crowdfunding platforms
- Love/passion/involvement with the creative arts



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PERSON SPECIFICATION

No formal educational qualifications are essential. However, any qualifications related to the work should be presented at interview. Previous experience in the following skills are essential:

- Outstanding communication skills
- Organisation and the ability to manage multiple tasks and priorities
- Attention to detail
- Ability to problem-solve and think creatively
- Punctuality and reliability
- Passion for the arts and working with communities
- Ability to be a team player, to work across a range of tasks, to muck-in

HOW TO APPLY

1. Read this job pack carefully
2. Complete the online application form found [here](#) and submit online.
3. Complete the optional Equal Opportunities Monitoring Form. Click [here](#)
4. We will acknowledge receipt of your application
5. We will notify you if you have been selected for an interview between 10-12 March.
6. We will contact all unsuccessful applicants before the interview stage

Please keep March 17th free for interviews if you can. Skype interviews are possible.

APPENDICES

2020-21. Number of Days

April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
8	8	8	8	10	26	6	6	6	6	6	6

Total Number of Days = 104

2021-22. Number of Days (with renewed contract)

April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
8	8	8	8	8	8	8	8	8	8	8	8

Total Number of Days = 96



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OUTPOST (OUR PROJECT SPACE)

Our project space, Outpost faces onto Fortuneswell, a busy one-way street with heavy local traffic. Buses from Weymouth stops just outside Outpost and is scheduled every 10-20 minutes during normal work hours. The project space is small (approx. 5m x 4m) and on two floors.

The upper floor is a light, multi-purpose office and project space with double bay windows, which are sometimes used as an exhibition space. The room is multipurpose, and is used for team and director's meetings, artist's talks, festival info point, exhibitions, screenings, seminars etc. It is occasionally hired to other community groups. The Administrator will sometimes work downstairs when this space is occupied by non-related activity.

Downstairs has a festival store, small kitchen and toilet. There is a dedicated work desk for any team member not involved in main activities, or who wishes to work privately for professional reasons.

BACKGROUND INFORMATION

b-side is an internationally recognised and locally loved arts organisation, producing unique, innovative and pioneering projects connecting artists with people and place. b-side supports artists to make site-responsive artwork, in collaboration with communities encouraging artists and audiences to be playful, curious and open-minded.

There is a b-side festival every two years on Portland bringing new, unique art to audiences from Dorset and beyond and sharing incredible stories about the Isle of Portland with the rest of the world. As well as the Festival b-side coordinates a year-round programme of projects for artists, young people and Dorset residents to help empower communities and individuals to experience and value creativity and its vital role within well-being, education, place making and the local economy. b-side is part of Art Council England's National Portfolio.

Come and work with our small creative team and be a part of the b-side family. We are a collaborative team – many things are discussed and decided together there's lots of tea and cake!

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