

# Sydenham Arts.

## **Job Summary**

ROLE: Administration and Marketing Coordinator

EMPLOYMENT: Part-Time, 1 day p/w; typically Mondays

EMPLOYMENT TYPE: Permanent

SALARY: TBC

WORK LOCATION: Sydenham Centre, SE26 5QX

REPORTING TO: Sydenham Arts (SA) Chair or Member of the Board

LIAISING WITH: Finance Manager, SA Trustees

RESPONSIBLE FOR: Volunteers

## **About Sydenham Arts**

Sydenham Arts is a registered charity providing arts activities and events all year round from our permanent home and performance space at the Sydenham Centre. Our mission is to 'provide, promote, and advance the Arts for the benefit of the community in Sydenham and South East London'. We are committed to providing a platform for emerging and local artists and delivering projects that develop the skills, social mobility, and quality of life of participants. We deliver year-round programming, and in recent years have been embracing diverse programming, digital-first projects, and commissioned work.

## **About the Role**

The Administration and Marketing Co-ordinator role will be key in ensuring the smooth day-to-day running of the SA programmes, particularly weekly Moving with Parkinson's and the monthly Film Club. The role will be based primarily from our office in the Sydenham Centre one day per week, though this may vary on occasion, for example, when needed to attend events at other times.

## Responsibilities

- Monitoring the Sydenham Arts enquiries inbox, responding to queries and triaging to the Board or project staff as necessary
- Managing bookings of the Sydenham Centre for SA events
- Updating the SA webpages with events
- Posting content on social media to promote SA events
- Coordinating and supporting volunteers delivering programmes
- Organising and ensuring the smooth running of SA arts programmes
- Stocktaking, ordering equipment and bar stock as needed
- Recording and monitoring data from events

The postholder may be required to perform duties outside this brief as is operationally required and at the discretion of the Chair or the Board.

Sydenham Arts Limited, Registered Charity 1161590  
Sydenham Centre 44A Sydenham Road, London, SE26 5QX

## Person Specification

### ESSENTIAL

- Experience undertaking administrative duties, preferably in an arts context
- Proficiency in Microsoft Word, Excel, Google Drive and Google Docs
- Experience in promoting/marketing events within the arts sector
- Adept at using social media platforms, including Instagram, Facebook, and Twitter
- Knowledge and experience in organising arts events
- Excellent communication skills, verbal and written
- Ability to work well independently and as part of a team
- Demonstrable experience managing tasks and projects to completion, demonstrating attention to detail, prioritisation, execution, delivery and timeliness.
- Experience working in customer-facing roles
- Experience managing and coordinating volunteers

At Sydenham Arts, we are committed to equal opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief.

If you are interested in the role, please send your CV with a cover letter in a document or a video of up to 5 minutes outlining how you meet the requirements of the role and the person specification to [enquiries@sydenhamarts.co.uk](mailto:enquiries@sydenhamarts.co.uk). Please add “**Administration and Marketing Coordinator Application**” to the subject line of your email.

We are interviewing immediately and on a rolling basis, so please make your application as soon as possible.