



PT Freelance Office Manager with R-Space Gallery Lisburn

The post holder would:

- Manage and maintain office systems: files, accounts, policies, communications, finance (incl. spreadsheets), contracts and project budgets.
- Support the R-Space Board of Trustees with Financial reporting and Minutes of Board Meetings.
- Research, submit and be responsible for monitoring of project-based funding applications throughout the year.
- Assist with Marketing campaigns as needed on website, social media and Mailchimp.
- Assist with the continuing development of the visual arts programme of events, exhibitions, and workshops.
- Act as Gallery attendant and Key holder as required.
- Occasional evening / weekend working may be required.
- Report to Co-Directors Robert Martin and Anthea McWilliams.

Fee: ***12hrs weekly @ £15 per hour** (usually 2 days/week @ 6 hrs per day worked flexibly)

This freelance role is ACNI Lottery funding dependent and will therefore be contracted on an annual basis, with an initial 6 month settling in period.

Candidates must be self-employed and are responsible for the payment of their own registration with HMRC and all tax and National Insurance payments.

**R-Space aims to enhance these hours as needed subject to availability / receipt of additional funding*

Criteria

The applicant should demonstrate:

- Successful fundraising experience, ideally in the arts & cultural sector.
- At least 5 years experience of similar duties including financial and administrative management.
- Competency in Microsoft packages including financial spreadsheets.
- Good knowledge of the arts sector and funding landscape.

Apply by email or hard copy, with CV and expression of interest letter detailing how you meet the above criteria (max 1 A4 page for each). All documents must be PC compatible.

Deadline: **Fri 24 March 2023 @ 4pm**

Interviews: **Week bg. Mon 3 April 2023**

Commencing: **Tues 18 April 2023 TBC**

This role is supported by ACNI and R-Space. R-Space subscribes to equal opportunities for all.

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Co-Directors: Robert Martin and Anthea McWilliams