



We are recruiting an administrative assistant who has a passion for using the arts to develop strong communities.

**Application deadline: Thursday 9th May 2019 (5pm)**

#### **Job Title**

Administrative Assistant

#### **Salary**

£17,000 - £18,500 PA (Pro-rata) with benefits. Successful applicants will be subject to contract and responsible for their own tax and national insurance payments.

#### **Hours of work**

15-21 hours a week over 3-5 days, with the option to add additional time as the role requires. The core hours of work for the team are typically 10am-4pm Monday- Friday. Following a feet-finding period and initial review, this will be a permanent contract, subject to review.

#### **About Open Source Arts**

Open Source Arts engages communities to actively create better places for themselves to live in, whilst showcasing and encouraging creativity and environmental and social sustainability. We are passionate about relating well, both to each other within our team and outwardly within our community and our city. We aim to strengthen networks in our communities, believing that when communities are well connected and more equitable, people have more space to think about improving things for themselves, for others and for the environment- rather than simply thinking about their own survival.

Open Source Arts is based in a homely urban warehouse space opposite ITV Studios on Kirkstall Road. From our base we host regular, open to everyone sessions in a range of disciplines, including circus, dance, yoga, music, as well as practical making skills. We couple this with a programme of many other performance, wellbeing and practical life skills workshops and courses which help people develop their personal skills portfolio. We believe that resilience comes not only from diversity of connection but also from diversity of skills in our community and our skill-up & make-it-yourself ethos is at our core!

As a deliberate choice, we engage diversely, as we believe diversity gives our community strength and resilience. We work with, groups, individuals and organisations at all levels including:

- Emergent creatives who have recently graduated from their colleges or institutions, whom we work with in a bridging capacity by supporting them in creation of new work or their first works;
- The education sector at all levels, as we aim to work with schools and universities including the University of Leeds to offer new perspectives for students and shine a light on sustainable futures.

- We sit on the Leeds Climate Commission and are advocates for the aims and messages of the climate commission across the city.
- We work with the conservation sector including agencies such as the Yorkshire Wildlife Trust, The Environment Agency and various rivers trusts, supporting them by helping them develop diverse audiences in communities, and create better impacts.
- We work with emergent professionals whom we support in creating income from their passion.
- We also work in the events and live events industry, providing everything from marquee structures and infrastructure right through to producing and managing live events for clients.
- We continue to develop our educational, environmental and social justice projects. These sit strongly in our hearts – 2019 will see a strong focus on developing these.
- We provide fabrication services, including set/prop building services, furniture making, metal fabrication, fabric construction and custom prototyping.
- We facilitate process for organisations by running conferences, conversations and team building days.

Open Source Arts is entirely self funded, receiving no external funding for its core activities – which is delightful and challenges us to creatively develop robust ways to be successful in creating sustainability.

Being self funded permits us to experiment with projects and develop excellent, agile ways of working. This enables us to listen deeply to our communities, acting on needs without needing to shoe-horn them into the aims and outlines of a funding bid.

Open Source Arts works for the benefit the environment, society and the arts. We believe these elements are intrinsically linked, and each one benefits from the strength of the other. This is exemplified in our portfolio of partners and activities.

We reinvest our surpluses into projects which support communities in relating well to each other and becoming caretakers of their natural environment. We believe that when people are healthy, well connected and living in a healthy environment, the possibilities of more balanced, fair and exciting futures are greater.

We believe money is a resource, and like other resources, the way it is used defines the impact it creates. We want to pay people properly for their time, invest well in projects which fulfil our social/environmental aims, and keep money flowing in our community.

We are a team of individuals, and we respect the expertise and learning we each have in our own areas. We believe the shape of Open Source Arts is directly defined by the actions, expertise and individual leadership of each person of our team, and the diverse people who use our space or join our projects. This runs more deeply than simply “The whole is the greater than the sum of it’s parts”! Rather, we understand that Open Source Arts exists as it does only because of each unique element – change any of those parts and the entire organisation in itself changes fundamentally, however subtle or profound a change may be.

We value the strength of each human on our team more highly than the prosperity of the whole organisation, because if each individual is not strong, OSA is not as strong as it could be. We are committed to running our organisation in such a way that if we can help our team members stay strong, connected and relating well to each other – OSA will prosper as a direct consequence of each person’s prosperity.

We believe in a process of constantly evolving. We pursue the parallel paths of experimentation and regular review. We test potential options out rather than endlessly deliberating over the potential correct way of doing things. We regularly review our learning, quickly moving on from elements which did not bear fruit, and taking the successes with us.

We understand that working in this way requires depth of connection and communication, so reviewing our experiments feels fluid and not destructively critical. Therefore, we prioritise practices which help the team become stronger. We have a full team day on Wednesdays where we cook and eat lunch all together, we have regular in-house trainings for our team and regular social events. We have regular 6-weekly 1:1 check-ins and a commitment to speaking authentically and compassionately. We believe that if we prioritise these practices which help our team be strong, we will be able to resiliently dance with the fluctuations of intensity which rapid experimentation brings, enabling us to make the best of opportunities no matter how suddenly they present themselves.

We organise our projects through working groups, which are unique in their expertise, for instance, some specialising in events, some in marketing, some in production and development. Projects are rarely fulfilled by only one group, and it is common for the working groups to collaborate closely to successfully create projects to the best of their combined ability.

We are expanding the range of in-house training opportunities for our team with the aim of helping everybody on the team gain a fundamental level of competency in a variety of disciplines. Currently this includes photography & video training, fundamental carpentry with hand and battery power tools, essential DIY skills, cooking and hosting, technical training for sound and light equipment, hosting and welcoming. Establishing a skill-foundation for all team members means we can all support each other and exemplify from within the resilient structures we are trying to create with the communities we support.

We are developing all the time, and currently our seasonal programme is deliberately diverse boasting a variety of regular full day introductory workshops in an array of subjects, on-going weekly trainings in our core disciplines (theatre, dance, wellbeing and practical life skills, etc.) as well as one off skill-up workshops and various performances.

We believe deeply in celebration and the ancient art of gathering, bringing the diversity in our community together so people from our various projects can meet each other, rather than simply fulfilling excellent projects in isolation. This allows us to connect and share the journey of our successes before moving forward together, understanding the bigger picture of what it means to be part of Open Source Arts.

We host quarterly celebrations plus other parties all of which are attended by people from all our different strands, so the dancers can meet the carpenters and the costume designers can meet the chefs and collaboration can blossom before we notice it's really happening!

## **Your Role**

You will join our team as an already foundationally experienced administrative assistant with at least a year's experience of working in the role of administrative assistant or a similar position which was fundamental to the day to day organisation and success of a business.

This role is for someone who enjoys keeping on top of administrative activities, and understands that these activities are essential to the successful running of the organisation.

We are seeking an experienced administration assistant to join our growing team. You will have prior experience of excelling in this role, and want to bring your skills to a growing arts organisation, which

is rooted in a community. You will be confident answering questions, and you will enjoy sharing information about the good work that Open Source Arts does.

You will develop an understanding of the activities, events and projects and how we plan and prepare for them. This will enable you to use your initiative and discretion to avert non-complex issues before they arise. You will also share your learning about how we could review our systems, and information that we share, relaying what you learn whilst talking to customers or responding to enquiries. You should have an eye for detail, engage creatively with learning about your sector and welcome challenges enthusiastically as an opportunity to grow your experience.

Successful applicants will be outgoing and adaptable, solution-focussed, compassionate and kind, whilst honest and committed to determined experimentation in search of the perfect formula. You will understand our “house style” for the copy we write and have an ability to use this language when communicating about Open Source Arts, as well as our projects, events and activities.

You will also be comfortable working with a diverse team and occasionally switching focus to pitch-in with a collective task – sometimes we all have to just jump in together to get a job done. You will need to develop a good working relationship with everyone who works at and with Open Source Arts, to gain an understanding of everything that goes on here, and will work closely with the wider team. The role of administrative assistant at Open Source Arts will be a diverse role with the opportunity to develop new skills on the job.

We hope you will be interested in attending certain events – we want someone who is interested in experiencing the breadth of our programme. You will believe in the services and projects that Open Source Arts offers, and be excited to be a part of developing this story and making it a success.

There may be the opportunity for additional paid work for certain events and activities, both at our centre and potentially offsite at events we are producing or facilitating. You will also be given the opportunity to have one of the free staff spaces on some of the activities and workshops we run!

You will gain invaluable experience working in an organisation which likes to work creatively and has a social conscience, and delivers meaningful projects which directly benefit people and places. You will gain experience working with other agencies and organisations of various sizes, from Leeds University and Leeds City Council, right down to small community groups and local individuals.

You will be working closely with other team members. You will support the work of the events and marketing team in responding to queries and gathering information from new enquiries before handing over to other working groups to finalise bookings.

**Applicants with relevant experience essential, applicants must have the ability to provide 2 references.**

Applicants with familiarity of the third sector, education sector, community activism and/or an organisation during a time of growth will be particularly welcome to apply.

**Duties include**

- Responding to enquiries, both as first point of contact, and to follow up on warm leads – in person, on the phone and email
- Calendar management – staff and bookings
- Engaging with the review process to improve systems and processes
- Some event support, including attendance monitoring

- Communicating with customers and clients in a professional way which adheres to the Open Source Arts house style
- Bookkeeping and recording expenses

### Essential

- Excellent knowledge of office suite software (e.g. Word, Excel)
  - Customer service experience
  - A passion for diverse arts, culture, sustainability and events
  - Excellent communication skills, including a good telephone manner and excellent written communication for a variety of audiences
  - Flexible and adapts well to change
  - Capable of managing own workflow, and interlacing this with the workflow of the wider team
  - Ability to plan towards & work to meet deadlines
  - Comfortable with sharing your ideas and developing them with the wider team
  - Excellent attention to detail in daily tasks, and respect for the importance of longer term planning to minimise unforeseen problems
  - A passion for working professionally, whilst being compassionate and kind, with a focus on helping the team become stronger
- Access to a laptop
  - Ability to provide two references (one character and one professional, or two professional)

### Desirable

- Working knowledge of wordpress websites & content management
- Working knowledge of quickbooks or other cloud based book-keeping software

### To apply

**Please submit your CV including contact details for two referees, one character and one professional reference which evidences experience working for at least a year as an administrative assistant or similar to Myra at [myra.rowland@opensourcearts.co.uk](mailto:myra.rowland@opensourcearts.co.uk).**

The inclusion of a brief cover letter is also preferred, and would contain your professional areas of interest, your experience, and how that ties into being an Administrative Assistant at Open Source Arts.

For shortlisted applicants, an interview will be offered upon receipt of their professional reference confirming prior experience of working for at least a year as an administrative assistant or similar. If your reference is for a post you are currently in, and you would rather not have us contact your current employer, please make this clear on your cover letter.

Successful applicants will be requested to attend an interview within 10 days of the closing date of applications. Any questions about this application process or the position can be directed to Myra.

With deep gratitude for taking the time to read this invitation to apply, we are looking forward to receiving your application! Please get in touch via email if you have any questions before you submit your application, we are happy to chat.

Phil & all the team at OSA.