

Job Description

Project Assistant– 20/20 Project

Job Description	
College/Service Decolonising Arts Institute	Location Multiple locations and remote
Contract Length To March 2025	Hours per week / FTE 35 / 1.0
Accountable to Project Producer	Weeks per year 52
Salary £31,777 - £38,468	Grade 3
Purpose of the role <p>We are seeking an experienced Project Assistant to provide administrative support to the 20/20 project, funded by Art Council England, Freelands Foundation and UAL.</p> <p>20/20 is an ambitious commissioning and network programme led by UAL's Decolonising Arts Institute, placing 20 artists in residence with 20 public art collections across the UK. Combining virtual/online and physical/onsite artist residencies with commissioning at scale, 20/20 will lead to a new permanent acquisition in each host collection. 20/20 sets out to build stronger relationships between UK collections. It supports inclusive engagement between collections and the communities they serve, to generate richer understanding of collections' histories and the contributions of under-represented or overlooked artists in their midst.</p> <p>This is an opportunity for a highly motivated individual to contribute to the success of</p>	

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20/20. As Project Assistant, you will report to the Project Producer, and work flexibly with the Director, UAL's 20/20 Working Group, the 20/20 Advisory Board, as well as the 20 artists and 20 collection partners engaged in the programme, and other stakeholders as required.

You will provide overall administrative support to the project, including setting up meetings, maintaining records, organising programme and network activities and events, and supporting stakeholder relationships. You will contribute to the success of the 20/20 project by supporting project operations, processes, budget-tracking, communications, and stakeholder relationships. You will support the development, design and delivery of artists and collections' network activities. You will be expected to work effectively both independently and collaboratively to ensure that all project deliverables are successfully met.

Duties and Responsibilities

- To co-ordinate general administration of the project and to assist the Project Producer in managing the project budget, liaising with the Director to ensure up to date records of the project and their financial status.
- To maintain files, records and financial accounts and other day-to-day matters of the project's administration.
- To assist with the drafting of reports and plans and support the Project by dealing with enquiries, arranging meetings, writing ad hoc letters and other administrative tasks.
- To assist with servicing Working Group and Advisory Group meetings, including preparing agendas and papers, minute taking, briefing members, and following up actions.
- To coordinate and support Project activities and events including workshops, exhibitions, conferences, meetings etc. including arranging travel, hospitality and room-bookings.
- To liaise with project partners, artists and other stakeholders, as directed by the

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Project Producer and Director.

- To assist with the production of publicity and newsletters for the Project, to administer mail-outs to staff and external contacts as directed by the Project Producer and Director.
- To assist with maintaining and updating the project's website and online channels.
- To assist with project documentation, including the collation of visual, video, audio and text-based materials.
- To work with wider UAL teams, including the Development team, in providing the highest possible level of service and standards.

General

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

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Key Working Relationships - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

Internal

- Project Producer (Line Manager)
- Director, UAL Decolonising Arts Institute
- 20/20 Working Group
- Decolonising Arts Institute (DeAI) team
- UAL Development team
- UAL Central Finance and Legal teams
- UAL Comms, Digital and Branding teams

External

- 20/20 Project Partners
- 20/20 Artists
- 20/20 Advisory Board
- External stakeholders

Specific Management Responsibilities

Budgets -

- None

Staff -

- None

Signed: Clare Pattenden

Date of last review: May 2023

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Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none">• General administrative knowledge• Specialist administrative knowledge in relation to artists residencies and commissions• Undergraduate degree in a relevant subject• An understanding of practice-based research (desirable)
Relevant Experience	<ul style="list-style-type: none">• Experience of working on a large scale project with multiple partners• Experience of administrating and supporting creative practice.
Communication Skills	<ul style="list-style-type: none">• Communicates effectively orally, in writing and/or using visual media.
Planning and Managing Resources	<ul style="list-style-type: none">• Plans, prioritises and organises work to achieve objectives on time.
Teamwork	<ul style="list-style-type: none">• Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none">• Uses initiative or creativity to resolve problems.

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, which are all essential unless marked otherwise. Shortlisting will be based on your responses.