



Link Up Arts (LUA) is the Disability Arts organisation for Salisbury and South Wiltshire. It is formed of a core group of disabled artists, and others who are involved or interested in Disability Arts. It is based at, and works closely with Salisbury Arts Centre to support disabled artists, create opportunities to share and show work, promote high quality Disability Arts to a wider audience and distribute information.

### **Job Description**

<b>Job Title</b>	Link Up Arts Administrator and Audience Development Worker (Salisbury based)
<b>Responsible to</b>	Link Up Arts committee
<b>Status</b>	Freelance
<b>Fee</b>	£1400, based on 16 hours per month @£12.50p/h (7 month contract June – December 2017)
<b>Purpose of the job</b>	To provide administrative and audience development support for Link Up Arts

### **Tasks and responsibilities**

- Being the main contact point for LUA and dealing with any correspondence and day-to-day office administration on behalf of the LUA committee.
- Meetings: attending documenting, and distributing meeting minutes with LUA committee and other bodies, including committee meetings and the AGM

- Organising and attending LUA's regular events including Café LUA and Café LUA Extra.
- Keep appropriate records of LUA income and expenditure to inform committee decision-making.
- Attending meetings with Salisbury Arts Centre
- Assist in co-ordination of activities when required
- Developing audiences/ networking through face to face meetings and distribution
- Marketing: Design artwork/ publicity material and actively promote LUA's events and projects in liaison with the Digital Marketing Officer to sustain and increase membership.
- Project Management: Planning and overseeing LUA's projects as required.
- Input creative ideas towards marketing and fundraising as required

### **Person Specification**

We are looking for someone who has

- An enthusiasm for and understanding of the arts
- Knowledge of Salisbury's networks and experience of working with networks to develop audiences.
- Access to own transport/ flexible to get to Salisbury
- A commitment to equality and an understanding of equal opportunities
- An understanding of or interest in learning about the working practices of disabled artists
- Excellent communication skills
- Ability to work independently from home and as part of a team
- Self-motivation and excellent organisational skills

- Computer literacy and an understanding of Excel, Dropbox and/or Google Drive
- Experience of monitoring budgets
- Experience of or a willingness to learn about researching development opportunities, including where appropriate development through fundraising.

## **Notes**

- You will be required to provide/ undergo a DBS check for this position

## **How to apply**

To apply, please send a C.V and a covering letter outlining why you would be a suitable candidate for the role to Gini at [admin@linkuparts.org.uk](mailto:admin@linkuparts.org.uk) by **Friday 12<sup>th</sup> May, 5pm.**