

**Role:** Team Administrator

**Company:** 64 Million Artists

**Location:** (Usually) Impact Hub Islington, 27 Dingley Place, London EC1V 8BR

**Reports to:** Programmes Manager

**Type:** Permanent, Full Time (company 4-day working week)

**Start date:** October/November 2020

**Annual Salary:** £24,000 (paid in monthly installments on the 19th of the month)

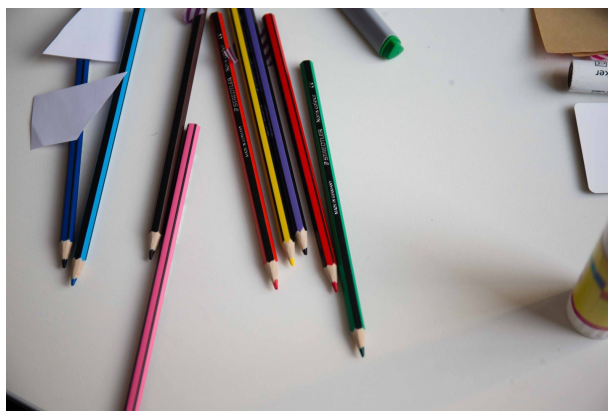
**Closing date:** Monday 14th September 9am

**Interviews:** Tuesday 22nd and Thursday 24th September

**Contact:** [laura@64millionartists.com](mailto:laura@64millionartists.com)

### About Us

64 Million Artists believe that everyone is creative, and that when we are creative we can make a positive change in our lives and in the world around us. We work with communities, workplaces, families and others to co-create cultures of everyday creativity that support people to feel well, socially connected and better equipped for life.



Over the last 6 years we have worked in libraries, schools, care homes, cultural organisations, workplaces and councils up and down the country. Our annual 31-day creativity programme [The January Challenge](#) had over 30,000 participants in 2020 and our [new work on Mental Health](#) is an exciting part of our future direction. We hope that our publications, [Everyday Creativity](#) in 2016 and [Cultural Democracy in Practice](#) in 2018 have played a role in moving cultural policy forward and putting people at the heart of it.

We want to continue to campaign for, and advocate everyday creativity, but also to support people to implement it practically. We are building a nationwide network of teachers, nurses, activity coordinators, community workers, youth workers and others, supporting them with training, resources, networks and programmes, as well as delivering high profile client work.

Find out more about our work [here](#).

We have decided now is the right time for us to welcome a new person to the team. Could that be you? If you feel excited by the work we do and love being organised and taking initiative, come join our small dedicated team. Let's work together to harness the transformative power of creativity!

### What would the job involve?

#### Responsibilities:

- Be the first point of contact for new enquiries, managing our [hello@64millionartists.com](mailto:hello@64millionartists.com) email inbox
- Assist the team with administration tasks
- Support online and in-person workshops by preparing materials, managing tech and assisting participants
- Work with the Community Coordinator to maintain our social media accounts (Twitter, Facebook page and group, and Instagram) and our website
- Support our creative challenge programmes such as [The January Challenge](#) and the [Weekly Challenge](#)
- Complete basic financial tasks such as sending and processing invoices
- Attend team and ideas meetings and contribute to discussions about the future of 64 Million Artists

### Why should I join the team?

- Develop your administrative and coordination skills
- Be involved in contributing ideas, expressing your creativity and having agency as part of a growing initiative
- Gain experience in the community/ creative sector and an understanding of how a small social enterprise works
- Fulfill a rewarding role as part of a friendly and warm team of 5 and wider Impact Hub co-working community
- Receive team and 1-2-1 support, and a training budget for your development
- Work a 4-day week so you can prioritise your wellbeing on the 5th day

### Am I right for the position?

#### We are looking for people who:

- Are detail orientated and enjoy being organised
- Are adaptable, proactive and take initiative
- Are aligned with our [values](#)
- Have some experience of administration (doesn't need to be in an arts context and can be voluntary experience)
- Are computer literate and familiar with Microsoft Office and Google Drive
- Have strong communication and interpersonal skills being an approachable team player who enjoys working in a small team
- We don't mind what level of formal education you have

The role is permanent, subject to passing the 3-month probation period. We have recently transitioned to a shorter working week to promote a healthy work-life balance so you will work 4 days rather than 5, being paid a full-time salary of £24,000 (paid in monthly installments on the 19th of the month). We can provide a work laptop. This role is based at our co-working space, Impact Hub Islington (27 Dingley Place, London, EC1V 8BR), though due to the current ongoing COVID-19 pandemic the role will have some home working too, and it is likely we will continue to be flexible with home-working options. We normally work around 8 hours a day (including lunch), the core hours are 10am - 4pm but you can work the other 2 hours whenever it works for you.

We are trying to build a robust team reflective of a wide range of experiences, backgrounds and personalities to ensure the best possible range of people to support the organisation. We are actively encouraging applications from Black, Asian and other ethnic minority groups as well as Deaf and Disabled applicants, as these are all growing areas of our network.

Please fill in the online [Application Form](#) and [Equal Opportunities Form](#) by **Monday 14th September at 9am**. No CV required. Interviews will be on the **22nd and 24th September**. Preferably you'd be able to start in October/November 2020.

If you have any questions or just want to chat through the role or application process, please don't hesitate to contact Laura Saxton on [laura@64millionartists.com](mailto:laura@64millionartists.com). We look forward to hearing from you!