

**Job Title:** Team Administrator

**Company:** [64 Million Artists](https://64millionartists.com)

**Type:** Permanent, Full Time (full time is a 4-day week at 100% salary).

**Annual Salary:** £25-27k dependent on experience

**Reports to:** Head of Culture & Strategy

**Workplace:** As an organisation we would require you to travel to our London office once a week at your own expense

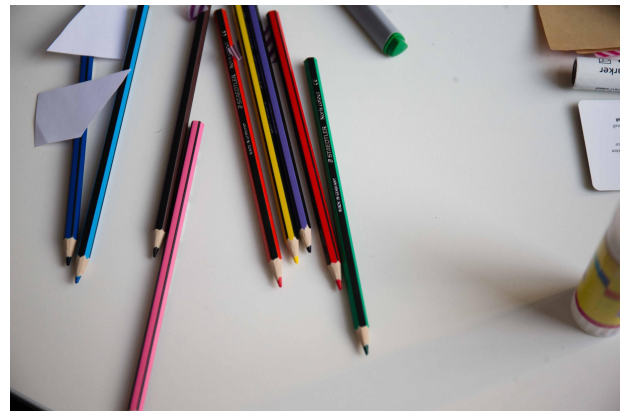
**Home working allowance:** £100 per month

**Holiday:** 20 days pro rata plus bank holidays, your birthday, August (company-wide month off) and Christmas closures (between Christmas and New Year).

**Closing date:** Monday 12th December 9am

**Interviews:** Monday 19th December

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



As we grow as an organisation we want to strengthen our foundations and welcome a central administrator to the team. Could that be you? If you love being organised and taking initiative, come join us. 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.
- Central administration tasks e.g. booking travel, diary management and taking minutes for meetings.
- Basic financial support such as sending and processing invoices, and managing team expenses and receipts.

- Support the CEO and Head of Culture & Strategy to implement simple systems and processes to ensure the smooth running of the organisation, and to contribute towards a positive work culture.
- Attend team and ideas meetings, and contribute to discussions about the future of 64 Million Artists.

### **Am I right for the position?**

We are looking for people who:

- Are detail oriented 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)
- 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

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### **About us**

At 64 Million Artists we believe that everyone is creative and that when we are creative we can make positive change in our lives and in the world around us. Over the last 8 years we have mainly been working in 4 key areas:

### **Creative Challenge Programmes & Resources**

We run free, UK-wide online programmes like The January Challenge and The Weekly Challenge to kickstart creativity and wellbeing. Over 50,000 participants took part in The January Challenge (TJC) 2022, either as individuals, or in school groups, youth and community groups, hospital settings, workplaces and families. We also coordinate and run free packs and resources to inspire anyone who wants to run their own creative activities, share their work and be part of a supportive community.

### **Training & Development**

We facilitate culture change through creativity. Our bespoke support benefits clients such as King's College London, University of Edinburgh, Great Places Lakes and Dales, Culture 24, A New Direction and School for Social Entrepreneurs.

Our aim is to embed creativity in new settings and leave a legacy by empowering connectors to then go on to train and develop others. We have also run public webinars for facilitators and community leaders wishing to develop their knowledge and skills working with groups, as well as co-creation and community leadership programmes.

**Spaces and Places for Creativity**

With our partners, we co-create programmes for positive change by activating everyone's creativity. Many of these are based in local communities. We've worked with Leicester Ageing Together on social isolation and creative ageing, YoungMinds on mental health, and Coventry 2021 on citizen-led culture. We've also worked with local authorities in Gateshead, Cumbria, Crewe, several London Boroughs, and Hull during their City of Culture year in 2017.

**Policy & Research**

We collaborate with academic partners such as King's College London and UCL, and development agencies such as Arts Council England and Arts Council Wales to undertake research into key issues around everyday creativity. We have contributed to national policy in the area and are included in a range of broader research publications from organisations such as Baring Foundation, Culture Health and Wellbeing Alliance and the Centre for Cultural Value. This is an area of our work we are keen to grow and develop.

We are a team of 7 (soon to be 8) based across London and the South East and South West of England. We work predominantly remotely and deliver work across the UK. We are values-led and have a wide range of associates that help us deliver our work. The wellbeing of our team and associates is always central to the way that we work.

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**Application process**

Please fill in the online [Application Form](#) and [Equal Opportunities](#) Form by **Monday 12th December 9am**. Please do not send CVs because we anonymise candidates and ask application questions to minimise unconscious bias in the process.

Interviews will be held **Monday 19th December** (online). Please advise us in your application if you are unavailable on this date for any reason.

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