

Community Coordinator – 64 Million Artists

Job description and person specification

64 Million Artists aims to unlock the power of creativity in everyone. We do that directly with individuals, and in partnership with communities, employers and organisations, and we support the cultural sector to help others do that too. It is a hugely exciting time for us as we are growing significantly and have secured a number of new projects so we are ready to build our team.

Our culture encourages everyday creativity – regular time for doing, thinking and sharing with colleagues. We want 64 Million Artists to be an exemplary employer. That means we will aim to flexibly respond to individual needs of employees, offer industry competitive salaries and benefits, and encourage a culture that fuses hard work and fun and makes time to nourish the creativity of everyone working for and with us.

As our first permanent, full time hire this role will be supporting the day-to-day operations of the company as well as helping us to build a community around it, both in the projects – directly overseeing communities of people taking on Do, Think, Share projects - and with all sorts of people discovering the benefits of everyday creativity up and down the country.

Job Description – Community Coordinator

Reports to: Co-Founder and CEO

Hours: Full time – flexible but suggested hours 930am – 530pm

Based: Central London (tbc) and also working from home is available as an option

Salary: £24,000 p/a

Holiday: 25 days plus public holidays

Responsibilities

Community Coordination

- Overseeing social media and online groups where people are completing creative programmes together
- Managing social media and the website for general promotional use and supporting with marketing and press
- Writing creative challenges for Do, Think, Share programmes
- Completing creative challenges in relation to specific projects to set an example for other participants
- Coordinating and attending workshops
- Being the first port of call for the organisation and dealing with enquiries from clients and participants

- Keeping an overview of other relevant programmes, events and research happening in the field of Everyday Creativity

Administration

- Basic book keeping and invoicing
- Booking meetings and travel
- Managing IT and the website for the organisation
- Coordinating and taking minutes for meetings
- Supporting the Co-Founder and CEO including diary management, day-to-day administration and correspondence
- Supporting the Chair of the Board to coordinate and manage board meetings

Person Specification

We don't think this has to be someone with experience of 'the arts' as that is not what 64 Million Artists is really about. If you have, great, but if you just love creativity and are great at shouting about it, as well as being able to manage a good spreadsheet, then you're the person for us!

Essential

- Strong communication skills
- Good copywriting
- Proficiency in a range of social media
- Passion for creativity
- Ability to work across a range of projects and manage your time
- Self-motivated and enthusiastic
- Strong attention to detail
- Experience in an administrative role

Desirable

- Experience with Mailchimp
- Experience with Wordpress or other simple blogs
- Copywriting experience
- Experience in managing social media accounts and websites

To apply

Please submit a full CV and covering letter (of no more than 2 pages) to:

Jo Hunter, Co-Founder and CEO
jo@64millionartists.com

By 5pm on Monday 23rd January 2017

We are an equal opportunities employer. We value diversity and welcome applicants from a range of backgrounds for this role. If you have any questions or access requirements in relation to the application that you'd like to discuss please just call on 07896 931 981 or email to the address above.