

Job Role Outline - Membership Lead (Andover)

Job Title:	Membership Lead	Job Category:	Administration
Department/Group:	Administration	Job Code:	Membership/31
Location:	Central Andover	Travel Required:	For some local outreach activities
Reports To: Direct Reports:	Curator	Position Type:	Part-time, 8 hours a week, Wednesday to Saturdays (as agreed and with some flexibility)
Level/Salary Range:	£25,000 pro rata for one day a week (5,000)	Date Posted:	12/02/24
External Posting URL:		Posting Expires:	28/02/24

Applications Accepted By:	e-mail to: hr@chapeleartsstudios.co.uk Subject Line: Creative/30
About Us:	<p>Chapel Arts Studios (CAS) is a small community arts charity that resides in St Mary's Chapel, Andover Cemetery and at CAS Community, 65 High Street, Andover.</p> <p>Originally a project under Test Valley Arts Foundation in 2009, it has since established itself as an Arts Council England National Portfolio Organisation, supporting communities through its programmes for young vulnerable people, social prescribing and neurodivergent creatives; bringing high quality exhibitions and art education to Andover and by developing the careers of emerging and established artists.</p> <p>The Membership Lead will provide administrative and marketing support for the Associate and Creative People Membership at CAS.</p>

Essential Skills and Experience

Desirable Skills and Experience

- Excellent project manager, multi-tasker
- Experience in membership organisations and membership management
- Marketing, communications and promotion
- Good administration skills
- Excellent communication skills
- IT literate (Google, Microsoft)
- Social Media and
- Ability to work independently and part of a team
- Friendly and engaging
- Sense of humour

- Own transport
- Interest in Visual Arts

Job Description

The key responsibilities set out here are a guide to the main activities expected to be delivered during working time. As with all organisations, duties may vary and priorities change to fulfil the needs and ambitions of the organisation. Job Descriptions are reviewed and updated annually as part of the staff appraisal process, but we encourage a culture of open dialogue with the Leadership Team as a matter of course. Training needs and opportunities are reviewed regularly.

The role of the Membership Lead includes a range of responsibilities:

- Administration of both membership schemes (Associate Artists and Creative People), i.e. keeping membership records up-to-date, making sure people have paid their membership.
- Marketing and Communications: working in close collaboration with the Curator and the Creative Communities Programme Lead who oversee both membership programmes:
 - Maintaining all communications channels with latest news, events and opportunities, i.e. Facebook groups, Instagram and WhatsApp group
 - Assisting in writing annual reports on activities and Marketing material for future programmes and membership promotions.
 - Assisting in organising events which are part of the annual membership programme

You will take responsibility for our two membership programmes: The Associate Membership consisting of professional artists and our Creative People Membership consisting of those who wish to engage more closely in creative activities.

This role will require good administration and marketing skills. You will work in close collaboration with your colleagues, support the team.

Start date: April 2024

To apply please send the following documents to hr@chapelartsstudios.co.uk;

- A brief CV highlighting relevant experience
- A covering letter outlining why you would like to work for CAS and what attracts you to the role, as well as the key skills and experience you would bring
- Details of two referees

We want to provide an equal and inclusive application process. If you are having difficulty applying in this format we are happy to accept other formats of application. Please contact info@chapelartsstudios.co.uk to discuss.