



## **JOB DESCRIPTION: Exec Assistant / Administrator**

**Reports to:** Festival Manager

**Based:** 1 Museum Street, York, YO1 7DT

**Salary:** £21k pa

**Contract:** Full Time from August 17 to Nov 18 (16 months)

**Office Hours:** 9.30am to 6pm with some flexibility

### **Context**

York Mediale is a new international media arts festival, taking place 27<sup>th</sup> September to 6<sup>th</sup> October 2018. An ambitious 10-day celebration of cutting-edge media arts, it will hold year-round development activity with the best emerging talent across international networks.

York Mediale will engage over 100,000 people in media arts, providing a platform for innovation and technology to tell York's stories where people least expect. It will develop the artistic practice of 75 artists and inspire and enhance the careers of 200 more.

York Mediale has just formed as a CIC (Community Interest Company) and expects an annual turnover of approximately £800,000.

### **Main Purpose**

York Mediale is a new organisation and we need someone who can support the Creative Director with diary management and comms as needed, in addition to providing attention to detail and administrative support to the growing team.

Our Administrator will provide full day to day finance and administration support to the York Mediale team and work closely with the Festival Manager. Administration experience is essential to this role, and some bookkeeping experience is preferable.

### **Candidate Summary**

- Detail focus, and a reliable, calm, positive communicator
- A collaborative worker, able to work with the team, assisting them in their activity
- To carry out other duties and tasks that may be reasonably required
- Ability to identify cost saving and revenue generating opportunities

### **Person Specification**

- Polite, helpful and friendly
- Ability to work in a team environment
- Flexible
- Ability to meet tight deadlines



- High level verbal and written communication skills
- Ability to work on own initiative
- A proactive, positive approach
- An interest in York and passion for the arts/media arts/technology
- Attention to detail
- Excellent IT skills
- Discretion

### **Applications**

CV and covering letter to Rachael Norton-Drew, [rach@yorkmediale.org](mailto:rach@yorkmediale.org)

**Application closing date: 11am 6<sup>th</sup> October**

**Interviews will be held: w/c 9<sup>th</sup> October**