Theatrum Mundi
— Charity Administrator

Post:
Part-time, 3 days a week (60% FTE)
£27,000 to £30,000 pro rata dependent on experience
Starting: as soon as possible

Application:
CV and covering letter by email
By end of day 20th February
Interviews 27-28 February

jobs@theatrum-mundi.org
theatrum-mundi.org

Studio CC 404
The Biscuit Factory
London SE16 4DG

Registered Charity Number 1174149

Posted Thursday 30th January
The organisation

Theatrum Mundi helps to expand the crafts of city-making through collaboration between artists and urbanists. Initiated as a research project at LSE Cities in 2012 by Professor Richard Sennett, Theatrum Mundi has evolved into an independent research centre and network. We are now a registered as a Charitable Incorporated Organisation, with the aim of improving the understanding of cities through education and research. Read more about our aims and background here.

We are a small team that draws on diverse skills to undertake and publish research in different forms, create public and practitioner-focused events, and facilitate creative projects. See a full list of our projects and our publications.

The role

We are looking for an experienced administrator to join our team and support our activities across all the projects we are currently working on. The role will suit someone that is highly organised, with great attention to detail and strong communication skills. We are looking for someone that can work independently and as part of a small team. Strong interest in culture, art, design, and/or urbanism is desirable.

Main tasks and responsibilities

- Running charity bookkeeping and basic accounting tasks in line with systems in place (QuickBooks)
- Tracking expenses, monitoring budgets and preparing reports such as cashflow
- Setting up payments in online banking for authorisation
- Managing charity website and social media accounts including drafting content
- Managing charity contact lists and networks including communication with supporters and audiences
- Developing new audiences and partners
- Drafting charity communications including newsletters
- Coordinating office calendars and deadlines
- Supporting preparation of funding applications
- Supporting event production
- Supporting other charity activates such as production of publications and artworks

Essential skills and experience

- Experience in general administration within the cultural or academic sectors
- Experience in basic bookkeeping and accounting processes as well as monitoring budgets
- Experience in managing contact databases
- Experience in event organisation
- High level of fluency in written English, including accuracy and ability to move between different styles
- Experience in preparing written content including newsletters, web posts and social media

Desirable skills and experience

- Demonstrable interest and ability to communicate about some or all of the following: art, design, literature, architecture, performance, humanities, urbanism
- Independent and imaginative approach to communications with collaborators and wider public
- Experience within charitable sector including reporting and record keeping
- Experience in preparation of funding applications within cultural, arts or academic sector