

REACHOUT WITH ARTS IN MIND

STUDIO ADMIN SUPPORT JOB DESCRIPTION

Hours: 25 hours per week tbc

Salary: £9.50 per hr

Location: Based in Reachout Studio Unit 27 & 28 Lime Tree House North
Castle Street Alloa FK10 1EX

Report to: Studio Manager

Accountable To: Executive Artistic Director

Main Responsibilities

- To promote *Reachout with Arts in Mind* activities through supporting person centred creative opportunities, assisting staff and volunteers during projects, workshops and events
- To maintain good, respectful, working relationships with members, the community and relevant agencies.
- To demonstrate a proactive commitment to members participation, consultation and involvement.
- To support members in the effective preparation prior to workshops and thereafter assist to store artwork appropriately and clean up materials etc.
- To work flexibly, use initiative, take on additional tasks from time to time and, in general behave in harmony with the ethos of support and shared collective responsibility of *Reachout with Arts in Mind*.
- To assist with monitoring tasks such as carrying out evaluations, documenting artwork created and photocopying
- In general, to keep Studio Team, Studio Manager, and Executive Artistic Director informed, by way of verbal and written communication, as necessary, in order to ensure and maintain *Reachout's* aims, objectives and standards of service.

You will be expected to assist in supporting the facilitation of the following:

Studio Administration

Reception

- Welcome members into studio

- Collecting and recording membership fees
- Managing online registers
- Fire register

Database

- Update member database in line with GDPR
- Streamline existing databases and update paper forms into online format
- Assist existing members to use the tablet to complete new referral form and questionnaires

Admin

- Printing and preparing all necessary documents required on a weekly basis
- Preparing New Member Packs

Health and Safety

- Create Hazardous Substances data sheet for Reachout studio and office. Full training will be given.

Studio Support

Activity: 'Inspire' Creative Therapeutic Interventions Outreach Workshops

- Support the Project Worker to prepare materials pre-workshop and store post workshops
- Support weekly monitoring, feedback and documentation of work in progress
- Attend meetings as required

Activity: Creative Arts Workshops

- Liaise with studio staff to support the preparation, cleaning and storage of mixed media creative workshops daily/weekly/as appropriate

- With support complete workshop risk assessment forms
- Ensure all materials and health and safety equipment required are available eg: aprons, masks, gloves
- Support documenting members feedback from workshops
- Create materials lists to replenish studio

Activity: Reachout Exhibitions

- Support Reachout membership to submit artwork for exhibitions throughout Forth Valley
- Support documentation inventory, labelling of artwork
- Support staff in the transporting and hanging of Reachout exhibitions in sites across Forth Valley

Activity: Reachout AGM Open Day

- Support members to display artworks, information and achievements from previous year

Activity: Mental Health Week

- Support Reachout and members to raise awareness of Reachout's service and mental health awareness to people in the local community
- Contribute towards Reachout Events, Open Days, Workshops

Activity: Fundraising Group

- Support Reachout members to identify and undertake fundraising opportunities

Support and Supervision

- Attend weekly staff meetings
- Attend monthly work plan sessions with the Studio Manager
- Attend training sessions relevant to the work of the project to further personal development and project opportunities

Essential Skills

- Friendly and approachable
- Good literacy
- Previous experience of customer facing role or similar
- Confident using basic IT skills
- Basic understanding of handling and recording money

Desirable Skills

- Previous experience working with database programmes such as Access
- Knowledge and understanding of Mental Health and Disability
- Readiness and willingness to uncover and address misunderstanding, misinformation, stereotyping and stigma in relation to mental ill health & disability
- Commitment to respectful, participatory, inclusive, ways of working with vulnerable adults
- Recent experience of a working within a creative environment
- Experience of working with people creatively
- A nurturing confident manner
- Ability to work as part of a team and on solo projects
- Excellent organisational skills & the ability to be creative and innovative
- Knowledge of the role arts can play in social inclusion and improving health and well being