

WYSING ARTS CENTRE  
FOX ROAD BOURN  
CAMBRIDGE CB23 2TX  
WWW.WYSINGARTSCENTRE.ORG

T + 44 (0) 1954 718881  
INFO@WYSINGARTSCENTRE.ORG

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WYSING ARTS CENTRE  
RECEPTIONIST/ADMINISTRATIVE ASSISTANT

The Receptionist/Administrative Assistant is the first point of contact for enquiries, visitors and artists to Wysing Arts Centre and provides a friendly and informative welcome to Wysing's Bourn site.

The Receptionist/Administrator works closely with all staff to support the delivery of a range of ambitious programmes, and supports the effective marketing and promotion of Wysing. The role also works with the Head of Operations to record use of the site resources and equipment.

This opportunity would suit someone who is happy in a public-facing role and who wants to contribute to the success of one of the most exciting arts organisations in the UK. The working hours are Monday to Friday 9.30am to 5.30pm, but flexible working hours are negotiable.

Deadline for applications: midnight on Sunday 16 September 2018

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## THE ROLE

Position: Receptionist/Administrative Assistant

Hours: Full-time (37.5 per week)

Salary: £18,000 per annum

Contract: Permanent

Reporting to: Head of Operations

The main responsibilities of the Receptionist/Administrative Assistant are to provide excellent customer service and carry out front of house duties. The Receptionist/Administrative Assistant is the first point of contact for enquiries, visitors and artists and provides a friendly and informative welcome to Wysing's site.

The role provides administrative support for all staff and supports effective marketing and promotion of Wysing Arts Centre and its programmes of work, and with the Head of Operations prepares and delivers events, meetings and space hire bookings. The position plays a key supporting role in the delivery of Wysing's range of ambitious activities across our 11 acre site.

The role is based at Wysing's Reception.

### Key Responsibilities

- Front of House and customer service.
- Record keeping and administration for site resources.
- Event planning and support of event delivery.
- Ensuring audience surveys are completed and feedback is recorded for reporting purposes.
- Updating information to Wysing's website and other online platforms.
- Providing administrative support to the whole team.
- Exhibition invigilation.

### Detailed Responsibilities: Reception

- Answering the telephone, responding to emails and dealing with general enquiries.
- Greeting visitors and providing up to date visitor information on Wysing and its activities.
- Maintaining high standards of customer service to all artists, visitors and participants at Wysing Arts Centre.
- Maintaining a professional appearance in the reception area at all times, ensuring reception, tables and seating are clean and tidy and any deliveries are removed promptly, and the reception kitchen area is kept clean and tidy.
- Maintaining publication and print stocks, process sales and maintain financial records of daily transactions and sales at reception or at events.
- Ensuring that the issue of keys to visiting artists or contractors are logged and monitored.
- Ensuring record keeping of other site equipment or resources that are used by external guests or contractors.
- Invigilation of exhibitions and installations, ensuring exhibits are opened each day and closed down and secured appropriately.
- Working occasional weekend and evenings for events (Wysing operates a TOIL system for evenings and weekend working).

### Detailed Responsibilities: Administration Assistance

- Providing administrative support to all staff.

- Providing support to marketing activities; including mail out preparation, updating internet listings and ensuring promotional material is distributed effectively and that Wysing's website is up to date and informative at all times.
- Co-ordinating the preparation and running of events, meetings and space hire bookings, including working with the Head of Operations on quotes for room hire, liaising with outside caterers and suppliers and serving refreshments.
- Managing the organisation's mailing databases ensuring contact information is accurate and up to date and held within GDPR regulations.
- Attending weekly staff meetings; minute taking, presenting and updating the Wysing calendar as appropriate.
- Ensuring appropriate records are kept for venue hires on the site.
- Carrying out other tasks reasonably requested, in accordance with the post holder's skills and qualifications.
- To work in accordance with Wysing Arts Centre's Policies including Health & Safety, Sustainability, and Equal Opportunities, at all times.

### **Person Specification**

#### **Essential:**

- Excellent people skills
- Good communication skills
- Excellent organisational and administrative skills
- Able to work using own initiative with the ability to prioritise
- Able to work as part of a team
- A good level of computer literacy, including Word and Excel
- Willingness to work evenings and weekends as required
- An understanding and empathy with the aims of Wysing Arts Centre
- An understanding and commitment to Health and Safety in the Workplace

#### **Desirable:**

- Experience of working within the visual arts and with artists.
- An interest in contemporary art.
- Experience of using spreadsheets and data monitoring.
- Experience of website content management systems.

*"Wysing, a modernist campus which means business... a hotbed of study, a hub of artistic industry, a nationwide resource for art theory and a factory of inspiration"* Mark Sheerin, Artdependence Magazine

#### WYSING'S VISION

To be a progressive and inclusive arts organisation that develops new ways to support artists, and to enable art and ideas to reach a wide range of people in unexpected ways.

#### WYSING'S MISSION

To enable artists of all backgrounds and ages to thrive, by providing a discursive environment within which they can experiment, make new work, develop new networks and collaborators, and reach new audiences.

#### WYSING'S VALUES

We believe that art and artists have a vital role to play in society and that opportunities in the arts have not always been fairly shared or accessed by all. Working closely with artists from a diversity of backgrounds and at different points in their careers, we develop programmes that offer time and space for personal development, artistic growth and experimentation, and access to supportive networks. We are committed to establishing national and international partnerships and collaborations that support innovative and experimental art to be created, and for art to be experienced by existing and new audiences.

#### ORGANISATIONAL OBJECTIVES 2018 – 2022

1. **ARTISTS:** Enable artists of all backgrounds to thrive
  - Develop a range of programmes that support artists and artistic practice
  - Increase the diversity of artists we support
  - Develop local, national and international strategic partnerships and networks
2. **AUDIENCES:** Enable a range of audiences to access contemporary art
  - Deliver high quality public and education programmes
  - Be strategic in targeting audiences for art
  - Work beyond our geographic boundaries
3. **ASSETS:** Enable financial and organisational resilience
  - Develop and sustain new models of self-generated and contributed income
  - Invest in staff development and governance
  - Maximise the potential of our unique site

#### STRATEGIC OVERVIEW

Through its innovative work, Wysing influences the development of the visual arts sector in the UK, Europe and, increasingly, the wider world. As a respected and well-connected institution operating outside the usual gallery system and urban context, Wysing is uniquely positioned to develop programmes that provide opportunities for the exchange of knowledge and ideas, and which reflect on the role of art, artists, and arts organisations in society; acting as a testing ground for new ideas that are fed productively back into the art mainstream through extensive networks and partnerships.

Integral to Wysing's ethos is the provision of space, support and finance to enable a diversity of artists to progress their ideas. Artists of all backgrounds and at all stages in their lives participate in a range of programmes that are developed in response to their needs. Artists often speak of Wysing as a defining

moment in the development of their practices. In addition, there are specialist programmes for young artists, which include free studio provision, mentoring, workshops and public presentations. Wysing delivers a range of public programmes that provide different entry points for a wide range of interests and abilities to access contemporary art. Public programmes reflect the complexities of contemporary life and have included explorations in race, gender, ecology, societal issues, and alternative educational and learning structures. To develop programme content Wysing draws on the resources of neighbouring Cambridge University as well as its significant artist alumni which includes Turner Prize winners and artists who have been awarded the prestigious Paul Hamlyn Award.

Wysing ensures that the innovative work developed by artists participating in its programmes reaches a wide range of audiences through digital and online initiatives, and through a range of partnerships that enable it to reach audiences regionally, nationally and internationally. Established in 1989, Wysing's large site in rural Cambridgeshire has been significantly developed and encompasses artist studios, a large gallery, a music recording studio, educational and project spaces, onsite accommodation, ceramics facilities, outdoor space with sculpture, and a café.

*'Wysing has established a brave and imaginative emphasis on experimentation and critical discussion in which the Wysing community and the broader community, are given every opportunity to participate. They offer the practical support of space, time and resources for artists to engage with the more challenging aspects of their creative activities and to bring these to fruition.'* Phyllida Barlow CBE, Artist representing the UK at the Venice Biennial 2017

## 2018 PROGRAMMES

### ARTIST RESIDENCIES

Following an Open Call for applications in December 2017, 40 artists were selected to be in-residence across 2018:

- Camae Ayewa, aka Moor Mother, will be in-residence ahead of Wysing's 2018 music festival at which she will be performing.
- Leah Clements and collaborators Rebecca Bligh, Uma Breakdown, Elena Colman, Alice Hattrick and Lizzy Rose will form a new network of art practitioners who identify as 'crip', disabled, or otherwise non-conforming to standard ideas of good health.
- Phoebe Collings James and Last Yearz Interesting Negro/ Jamila Johnson-Small will create a collaborative work embodied through a symbiotic relationship between dance, music and sculpture, asking what an anti-assimilationist practice might look and sound like in 2018.
- Brandon Covington Sam-Sumara, aka N-Prolenta, will produce a monograph that will incorporate fifteen short essays.
- Julia Crabtree & William Evans, previous residency artists returning to Wysing to work with invited collaborators to expand upon key themes from recent research including botany, fungal ecologies, co-evolving, feminist sci-fi, bodies and critters.
- Formerly Called (Tamar Clarke-Brown, Ibrahim Cissé, Atum Farah, Cédric Fauq, Georgia Lucas-Going, Elijah Maja, Olu Ogunnaike, Cindy Sissokho, Kefiloe Siwisa, Dominique White, and others) will meet at Wysing across several retreats to reinforce their existing network of People of Colour operating within the art world and beyond.
- Anna McMahan and Salote Tawale will research and develop new UK networks, including accessing collections of Fijian cultural objects held in Cambridge University Museums and developing a podcast series through interviews on gender, race, post-colonial theory, queerness, family, and food.

- Joe Moran will work with dancers and dramaturges to develop a body of research traversing expanded choreography, discourse and form conceived in a spirit of urgency, collectivity and self-definition.
- Sonic Cyberfeminisms (Annie Goh, Marlo De Lara, Jane Frances Dunlop, Natalie Hyacinth, Miranda Iossifidis, Frances Morgan, Shanti Suki Osman and Marie Thompson) will develop a series of podcasts, broadcasts and a zine.
- Tessa Norton and family will be in-residence during which Norton will explore how the experience of parenthood has changed her perception of time, and the implications that this renewed perspective has for thinking about art.
- Nastja Säde Rönkkö and family will be in-residence during which Rönkkö will be developing an ambitious new project to be realised in 2018.
- Rachael Rosen working with a small team of coders and performers including Henry Rodrick, will develop a performance and playable archive for pOrtals; an ongoing collaborative world building and storytelling exercise.
- Liv Wynter will work with a script writer and stage hand to develop a new installation and performance piece.

#### EXHIBITION – MORE OF AN AVALANCHE

'more of an avalanche', presented new work produced at Wysing in 2017, alongside existing and historical work, that considered what it means to have political sensitivity in the current political climate. Across Wysing's gallery and a screening room, works took sensitivity and fragility as a starting point to look for strength in numbers and strength in networks. With artists Helen Cammock, Ilker Cinarel, Jesse Darling, Maryam Monalisa Gharavi, Juliet Jacques, Carolyn Lazard, Zinzi Minott, The Newsreel Collective, Harold Offeh, Raju Rage, S1 Portland/Women's Beat League, Syllabus III and Liv Wynter.

#### EXHIBITION - MAKING EVERYDAY

Wysing worked with Grizedale Arts to deliver a project that saw Wysing's gallery transformed into an expanded pottery studio with works produced and dried in the gallery before being fired in Wysing's rare Anagama kiln. The project included a residency exchange between UK and Korean artists.

#### EXHIBITION – WARM WORLDS AND OTHERWISE 7 OCTOBER TO 9 DECEMBER.

'Warm Worlds and Otherwise' is an exhibition of a new Virtual Reality commission developed by artist Anne Bunting-Branch which emerged from a specialist retreat at Wysing in December 2017. Working with partners, The Mechatronic Library, FACT Liverpool and QUAD, Derby, the retreat supported artists to work with new digital technologies such as Augmented Reality, Virtual Reality and Game-Engines.

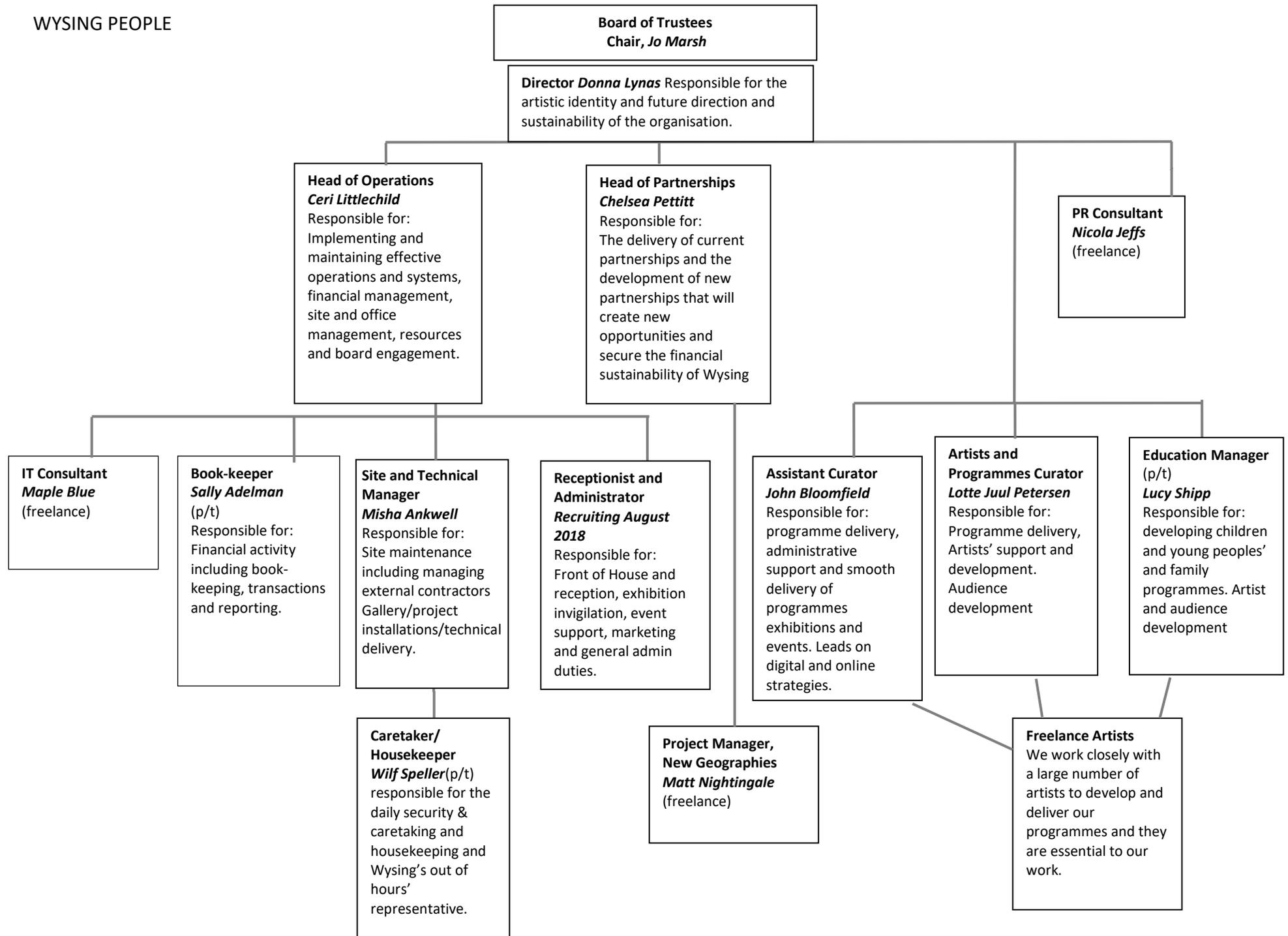
#### MUSIC FESTIVAL 1 SEPTEMBER

The ninth edition of our annual festival of art and music, which has received 5 star reviews in The Guardian for the past two years, returns for twelve hours of art and music on a series of stages across Wysing's site. The festival brings some of the most exciting UK and international artists to Wysing and is curated in collaboration with Camae Ayewa and Paul Purgas.

#### WYSING POLYPHONIC STUDIO

Our new Wysing Polyphonic recording studio will open in early 2018. The studio includes a vocal booth, a fully operational studio including software Ableton and Logic, and access to a larger space for large scale set-ups. Alongside being available to residency artists, the studio will be open to hires, including combined with accommodation in our onsite farmhouse.

# WYSING PEOPLE



## RECRUITMENT PROCESS

The deadline for applications is midnight 16 September 2018

Applications should be made online via Submittable, [here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline which is midnight on Sunday 16 September 2018. Please allow enough time to approach us with any questions or queries in using the Submittable website. We are not able to accept applications after the deadline.

Please include:

1. Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
2. What interests you about the post and working at Wysing Arts Centre? Please use this section to articulate why you want to work at Wysing.
3. Information on how your skills, abilities, and experience match the key points in the job description and person specification.
4. Your contact details.
5. Contact details for two referees.

Wysing's Head of Operations, Ceri Littlechild, is available to have an informal conversation about the position. Please call 01954 717104 or email [ceri.littlechild@wysingartscentre.org](mailto:ceri.littlechild@wysingartscentre.org)