

RECRUITMENT PACK

MARKETING AND ADMINISTRATION ASSISTANT

A warm welcome to Craven Arts

Thank you for expressing an interest in this position and I hope our recruitment pack inspires you to apply for this exciting role.

If you have any questions about the role and wish to speak to me or visit Craven Arts please email info@cravenarts.co.uk and we will contact you to arrange a phone call and/or visit.

We look forward to receiving your application.

With best wishes,
Selina McGonagle
Craven Arts Director



www.cravenarts.co.uk



info@cravenarts.co.uk



[@_cravenarts](https://www.instagram.com/_cravenarts)



[cravenartsuk](https://www.facebook.com/cravenartsuk)



55 Otley Street, Skipton, BD23 1ET
7a Otley Street, Skipton, BD23 1DY



CRAVEN ARTS

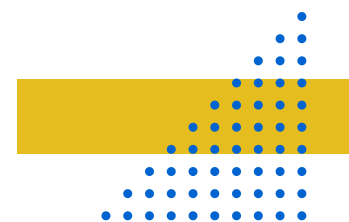
The Craven Arts Charitable Trust - Craven Arts is an artist-led charity
Craven Arts House (CAH) is our home

Vision

We are a catalyst for creativity

Mission

To provide space for creative people to grow
To offer cultural learning opportunities for all.
To be a place for our community to connect.



We value

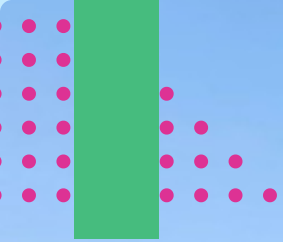
Creativity – the practice of making original art in all its forms
Community – bringing people together to create
Integrity – being honest and reliable

Craven Arts Charitable Trust Charitable Objectives

To promote the arts, particularly the visual arts, by the provision of studio and gallery space for those who would not otherwise have access to such facilities and services.

To advance the education of the public in the appreciation and practice of the visual arts, performing arts, digital arts, music, craft, cultural heritage, design, and literature in the district of Craven in North Yorkshire and adjacent areas.





History

Craven Arts began in 2015 as an informal group of artists with an ambition to support each other and promote the arts in the district of Craven. Craven Arts became a registered Charitable Incorporated Organisation in 2017. In 2020 long-held ambitions to manage a building became a reality when, with Craven District Council, Craven Arts House was developed. A disused Victorian school building became a community arts facility. The first phase of building work was completed in 2022 and Craven Arts moved into the building in January 2023. Craven Arts is a charitable trust which generates its income from charitable activities, namely studio and space hire, exhibitions, and creative education courses. We seek funding from trusts, foundations and other grant-making bodies and aim to secure income from these sources to cover both core costs and project-related activity.



Craven Arts Studio is in Skipton's retail quarter and provides studio space and a workshop/retail outlet for four local self-employed artists/makers.





THE ROLE

Job Title:	Marketing & Administration Assistant
Responsible to:	Director, Craven Arts - Selina McGonagle
contract:	Employed, 1 year contract
contracted Hours:	9 hours a week – Ideally 3 mornings, Monday, Tuesday, Friday (there is some flexibility in the days).
Location:	Craven Arts House, Skipton
Salary:	£13.45/hour (9 hours/week) Actual annual salary: £6,294.60 Full-time equivalent (FTE): £25,880
Annual leave:	25 days per year (pro rata for part-time hours)





HOW TO APPLY AND INTERVIEW PROCESS

To apply for this job, please send your **CV and a covering letter** which explains your relevant experience against the key responsibilities in this job description to **selina@cravenarts.co.uk** by **9am on Monday 28th September**.

Interviews will be held in-person, on **Monday 5th October** during the day at Craven Arts House. The interview will take place with Selina McGonagle Director, Emma Lottey Finance and Communications Manager and a Craven Arts House Trustee.

Key Dates

Applications Closing date
Interviews

9am on Monday 28th September
Monday 5th October

Location: Craven Arts House, Otley Street, Skipton, BD23 1ET





JOB DESCRIPTION

Main purpose of the role

Assist the Director with general administrative tasks supporting the delivery of courses, workshops exhibitions and events at Craven Arts House. The assistant will assist the Finance and Communications Manager with social media and website communications.

Key Responsibilities

- Provide daily administrative support for Craven Arts and collaborate with the Director and Finance and Communications Manager.
- Assist with the co-ordination of courses, workshops, exhibitions and events at Craven Arts House
- Monitor the info@cravenarts.co.uk email and respond to enquiries about membership, courses and workshops, space hire, and exhibitions.
- Liaise with artists, tutors, volunteers, members, and community partners to ensure smooth operations.
- Coordinate volunteer scheduling, communicate activities, organise inductions, and keep induction materials current.





JOB DESCRIPTION CONT.

- Create social media content for events, courses, and exhibitions.
- Update the website with current workshops, courses, and event information.
- Maintain and update online and magazine listings, including Welcome to Yorkshire, Skipton Bid, and National Parks.
- Prepare email lists, manage databases, and proofread communications.
- Suggest and contribute to improving systems and processes.

Skills and qualities we are looking for:

- Strong organisational skills and attention to detail
- Confident using spreadsheets, email platforms, and basic digital tools
- A friendly, flexible, collaborative approach to teamwork
- Ability to manage multiple tasks and meet deadlines
- Someone who will uphold our core values of creativity, community, and integrity, and support our partnerships with organisations such as Craven College, North Yorkshire Council, Skipton Town Hall, and The Art Shop.
- An Interest in the arts and community engagement .

