

Kincardine and Deeside Arts Forum

Freelance, Part-time Project Administrator (Fiddle Competition)



Hours and Remuneration

Approximately 100 - 120 hours over 14 months.

Remuneration: £10 per hour for each hour worked (no overtime)

Fixed term contract from 1st October 2010 to 30th November 2011.

The Kincardine and Deeside Arts Forum (KDAF) is a voluntary organisation which promotes all forms of artistic activity by groups and individuals of all ages within South Aberdeenshire (including the whole of Kincardine & Mearns and the lower section of Marr).

Specifically, the forum seeks to:

- Assist in the promotion of arts projects and initiatives, or itself promote events or workshops
- Issue newsletters and publicity material to inform the public of its existence and activities or its members
- Offer grant aid for arts projects to groups or individuals via its Community Arts Grants scheme
- Address issues of concern to the arts community, pursuing solutions through Aberdeenshire Council and other agencies or networks.

Location

The post will be based at the Woodend Barn, Banchory although it is expected that the majority of the work will be done from home.

The post will be responsible to the KDAF Committee and will report to the KDAF Chairman (currently Mark Hope).

The post holder may be required to travel throughout the project area at certain times (e.g. to help out at events and meetings) in order to assist in delivering the project.

Background

Kincardine & Deeside Arts Forum was set up as a voluntary group in 1993 to support the Arts in the South Aberdeenshire area. They currently distribute small grants on behalf of Aberdeenshire Council Education, Learning & Leisure Service. In 2010 a previous grant recipient, Ian Greig, offered one of his hand-made violins as a thank-you for his grants. This is the violin which is the subject of the competition. For further information about Ian Greig, please see: www.iangreigviolins.com

Please see [KDAF Website](http://www.kdaf.org) for more information about KDAF.

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Job Description

The KDAF Project Administrator will be expected to:

- prepare a plan and timetable for the fiddle competition in consultation with KDAF Chair and Aberdeenshire's Arts Development Officer,
- implement the plan, including marketing the competition, notifying schools and violin teachers, collating information, recording and responding to replies and enquiries, organising the auditions and fiddle competition event,
- liaise with the website administrator to post notices on the KDAF website,
- maintain a database of grant applicants, and
- manage KDAF e-marketing and e-bulletins.

Person Specification

Essential

- NC or N/SVQ Level 3 in a relevant subject (e.g. Administration) *or* a minimum of 3 years experience of administration and/or marketing work.
- Excellent communication skills, both verbal and written.
- Computer competency, with own computer, and familiarity with MS Office - word processing, e-mail and spreadsheets and the web.
- Ability to work with minimum supervision and as part of a close-knit team.

Desirable

- Experience of working in an arts-based organisation.
- Some marketing experience.

Remuneration: A quarterly fee will be paid for hours worked at the fixed rate of £10 per hour. Travel expenses will be reimbursed when travel is required as part of the role and approved in advance. Post holder will invoice quarterly and be paid in arrears (normally within 7 days of invoice).

Application forms, closing date and interviews

An application form can be downloaded from http://www.kdaf.org/post/KDAF_PA.doc.

Alternatively, e-mail normamakin@btinternet.com to request a copy of the application form by e-mail.

Application forms for this post must be received by KDAF by **noon on Friday 27th August 2010**. Applications (with any supporting material) should be e-mailed to: mark@woodendbarn.co.uk. If required, items can be posted to Mark Hope, Woodend Barn Arts Centre, Banchory, AB31 5QA but e-mail is preferred.

Interviews for this post will be held at Woodend Barn, Banchory, Aberdeenshire in early September.