**Job Description**

**Job Title: Company Coordinator**

**Hours of Work: 15 to 22.5 hours per week**  
The role requires some flexible working hours, including some evening and weekend work to support shows and projects.   
Hours can be discussed in interviews.

**Salary: £10 per hour**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**About CLAY: Centre For Live Art Yorkshire**

CLAY is a centre for artworks that test boundaries and artists whose practice is hard to define. Based on Regent Street in Leeds, CLAY has a dedicated performance area, studio spaces, co-working space and cabaret stage and bar. Run by a small and dedicated team, CLAY provides much-needed space to support artistic risk, experimentation and interdisciplinary artwork. Alongside this, the space is available to hire, which provides a strong income stream for our work.

We work with artists with both emerging and established practices as a touring venue and a space to make art and performance. We are committed to working with underrepresented artists and have affiliations with LGBTQ+ communities across the country. We often programme performance within the context of a party or celebration, this could be in our Regent Street base or sometimes off site at external venues or greenfield festivals.

​Established in August 2019 and building / evolving from the legacy of Live Art Bistro (2012 - 2019), CLAY has a bold ambition to be an Art Centre for Live and Interdisciplinary artwork; a building that provides space for artists to take risks and experiment. CLAY is run by our Director, Jessica Sweet.

​**For more information see clayleeds.co.uk**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary**

You will work closely with the Director to support the day-to-day running of the business. This includes overseeing office and administrative systems to ensure that CLAY runs smoothly and efficiently. You will support the Director in the day-to-day operations in the office, venue and when running events. The role will include engaging workers for projects and events, overseeing financials, reporting and data capture. This new role is flexible to suit the right candidate, meaning there is room for growth. We are looking for someone to take the responsibilities laid out and develop the role, becoming a core member of the team and helping to shape the future of the company in this exciting stage in the development of CLAY.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main Duties and Responsibilities**

**Office and Administrative Systems**

* Maintain the CLAY office, ensuring the space is fully equipped, well organised and fit-for-purpose;
* Support the Director in the creation of effective office and administrative procedures and systems, including finance and HR;
* Develop and maintain databases and archives, including digital archives;
* Support with the development of company policies and procedures, in consultation with the Director and the board;
* Maintain company infrastructure, including ensuring that CLAY’s public and employers liability insurance is up to date and fit for purpose;
* Remain up to date with any changes to industry standards around artist rates, rights and royalties;
* Assist the Director with project work e.g. takeover programmes at festivals;
* Deal with general enquiries, email enquiries and mail;
* Keep fire safety regulations up to date and booking annual maintenance, security and fire alarm services and arranging any repairs.

**Financial Management**

* Monitor the finances, including bookkeeping, invoicing, HMRC reports and Companies House including monthly payroll and payments for artists, freelancers, contractors and monitoring receipt/payment of invoices and recording all payments;
* Assist the Director to create cash flow forecasts, monitor income and expenditure, and produce comprehensive financial reports for our accountant, board and funders/stakeholders.

**Income Generation & Strategy**

* Support the Director to collate, monitor and report information to funders and partners as required;
* Support the Director in the development and implementation of income generation strategy and systems including maintaining the building for hires, events and the Studio community;
* Work with the Director to increase membership (including maintaining the community of studio members) and new approaches to ticketing;
* Engaging freelance workers for projects and events including cleaning, front of house and technical staff.

**Any other responsibilities commensurate with the nature of the role.**

**Benefits:**

* Working with some of the most exciting artists from the UK and beyond;
* Flexible working hours and access to a wide variety of events (some CLAY, some not);
* Working with friendly and small creative team.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recruiting Criteria**

**We are seeking applicants who can demonstrate some of the following skills and experience and a willingness to learn;**

* An interest in experimental performance work and a strong sense of identity politics;
* Experienced administrator, ideally with experience of working in a similar context e.g. a building or venue;
* Highly organised, with the ability to manage a busy and varied workload;
* IT literate and experienced in using a range of systems including databases and email;
* Excellent communication skills, face-to-face, over the telephone and in writing;
* Experienced in introducing and maintaining office processes, systems and protocols in line with business need;
* Experience of collating information and producing reports, with attention to detail;
* An excellent team player who is not afraid to roll their sleeves up and get stuck into a task when a group effort is needed;
* Proactive, tenacious and able to work on own initiative;
* A background in bookkeeping or accountancy is advantageous, along with experience of payroll;
* Previous experience of HMRC and Companies House reporting;
* Awareness of diverse fundraising and experience of successfully securing fundraising applications is advantageous.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How to apply**

**Pre-application:** If you would value an informal conversation about how this role may suit you, or if you need any further information, please contact Jessica Sweet (Director) on [hello@liveartleeds.com](mailto:hello@liveartleeds.com) to arrange a meeting or phone call.

**Submitting an application:** Please send us a CV and a cover letter including why you think you are suitable, and what you would like to bring to the role.

Please do take a look at our website www.clayleeds.co.uk and contact us if anything is unclear or if you need support in making your application.

If you would prefer to make an application by video or voice recording, it should be no longer than 5 minutes and provided as a Google link. In the video, please tell us:

• Your name, postal address, phone number and email address;   
• Why you are interested in this role;  
• What skills, knowledge and experiences you have that are relevant to the role;   
• Self-describe any barriers you may face in this role.

Please submit CVs and cover letter & equal opportunities monitoring form to [hello@liveartleeds.com](mailto:hello@liveartleeds.com) with **JOB** in the subject line by 6pm on the 30th of January.   
The monitoring form can be found at [clayleeds.co.uk/opportunities](https://www.clayleeds.co.uk/opportunities)

Interview questions and the process will be sent to you in advance of the interview, in order to give you time to prepare.