

SCOTTISH ARTISTS' UNION

PROJECT MANAGER

JOB DESCRIPTION

SALARY: £25,480 Pro-rata (0.4FTE)

LOCATION: Glasgow (with frequent travel within Scotland)

CONTRACT TYPE: Fixed Term March 2017 – Oct 2017 (*with potential to extend dependent on funding*)

PURPOSE: Established in 2001, the Scottish Artist Union is the preeminent voice for visual and applied artists in Scotland. As our membership continues to grow, the SAU seeks to employ a Project Manager to coordinate and expand our services to our membership. This post has been established following an Organisational Review completed in September 2016.

RESPONSIBILITIES

- Membership
 - Respond to member's enquiries & refer member's enquiries for review (legal case review) if necessary
 - Send members SAU standardised resources (fees, contracts, advice) as requested
 - Assist in moving members onto Direct Debit subscriptions

- Operational and Financial
 - Prepare reports and documents for executive committee approval
 - Obtain quotes and liaise with insurance services, marketing, printing, graphic design and website programming updates.
 - Obtain quotes for commissioning legal advice on specific subjects relevant to membership as approved by EC
 - Ensure annual deadlines are adhered to by highlighting deadlines at EC meetings and via the EC report
 - Keep up to date with policy developments and changes in the arts sector
 - Update the annual budget and report back to EC at EC meetings on budgetary questions
 - Manage budget for printing, stationery and franking machine & postage
 - Upload invoices and expense claims forms for payment
 - Manage budget for EC meetings and the AGM.

- Administration and Communications
 - Organise & attend 5 EC meetings (travel outside Glasgow Required). Prepare agenda and take minutes at meetings
 - Work with EC make preparations for AGM elections and motions
 - Manage office filing systems, creating new systems as required
 - Manage petty cash and prepare documents for signature
 - Draft emails to SAU membership for EC approval
 - Assist with managing mailing list online and offline for membership communications
 - Create forms and procedures as required
 - Update the website as required by EC
 - Highlight to EC official communications which require a response from EC and research and advise on official correspondence
 - Any other task that may be reasonably expected by the post

PERSON SPECIFICATION

REQUIRED SKILLS & EXPERIENCE

- Demonstrable experience of project management in the arts and / or Trade Union / Third Sector
- Extensive experience of partnership working and managing relationships
- Knowledge of working environment and conditions of Artists in Scotland and ability to interpret policy related to artists.
- Experience in Campaigning, including lobbying, social media and liaising with press.
- Excellent presentation and communication skills
- Experience of managing staff
- Excellent knowledge of MS Office
- Proficient accounting skills

DESIRABLE SKILLS & EXPERIENCE

- Working knowledge of IP rights and copyright and employment law
- Experience of Monitoring and reporting projects
- Experience of Trade Unions and working within democratic organisations
- Full Driving licence
- Working knowledge of Project Management and/ or case management software

PERSONAL ATTRIBUTES

- Interest in visual arts and applied arts
- Commitment to SAU values and support for Artists rights.
- Positive and enthusiastic attitude, including a flexible approach to developing and delivering the role
- Ability to manage multiple priorities and meet deadlines
- Ability to take own initiative as well as working as part of a team