

**Job title:** Operations Co-ordinator, Craft Potters Association, London

**Hours:** 5 days per week

**Salary:** £19,500 per annum

**Employment type:** Permanent

**Location:** The Contemporary Ceramics Centre, 63 Great Russell St, London WC1B 3BF

**Employer:** The Craft Potters Association / Ceramic Review Publishing Ltd

## Description

The Craft Potters Association is an artist-owned co-operative that has been representing and promoting the best makers in British studio ceramics since 1958, and today is the UK's largest and most diverse ceramics community. With a membership of over 1200, the CPA links a huge network of ceramists, collectors and enthusiasts from across the country.

We run the Contemporary Ceramics Centre, our central London gallery opposite the British Museum, along with three major UK ceramic selling fairs, and every other month we publish *Ceramic Review* magazine, the leading voice in international ceramics. *Ceramic Review* was established in 1970 and following the launch of a new look in early 2015, our subscriptions are rising and we have an expanding readership. The gallery operates at a profit selling work by our members and mounting monthly exhibitions by top ceramicists. A new website launches in a few weeks – in the meantime see our highly popular Instagram and Facebook pages.

Following an internal promotion, we are now seeking an energetic person to work across our whole organization as Operations Co-ordinator. The role is varied, covering gallery exhibitions, offsite shows and magazine publication. You will keep an eye on day to day publishing and office management duties, working to deadlines in a fast paced and busy environment to support the delivery of events and publications. You are also the front face of the organization, representing us at exhibitions, ceramics fairs and private views.

The job is flexible and offers the opportunity to expand into new areas if aptitude is shown, such as advertising sales or social media updating.

Occasional evening and weekend work will be required, as well as occasional travel, and time off in lieu is offered, along with a travel allowance. We also offer a generous 32 days holiday a year pro rata, including public holidays.

## The role

### Principal tasks:

- Provide a friendly businesslike face for the organization: answering the telephone, greeting visitors as required and staffing monthly gallery private views
- Manage the distribution of email from the office@ email account
- Support the Finance and Administration Manager with day-to-day maintenance and building contracts, telecommunications and health and safety procedures
- Maintain magazine distribution spreadsheets, keep track of distribution routes and quantities of publications
- Receive and send delivery of magazines and leaflets
- Organise on- and off-site storage for publications
- With the Subscriptions Manager, raise and send invoices, direct debit and renewal letters
- Manage classified ads (update website, pass information to designer, collect payment, update spread sheet, keep track of who made the sale and if the advertiser contacted us)
- Assist with maintenance of company websites
- Process all types of post, including overseas and special deliveries
- Receive mailing files (ready to be printed) to support freelance and staff with event mailings

- Monitor stationery supplies and process new orders
- Maintain stock records and general filing systems
- Set up meeting spaces as required
- Provide back up to the Subscriptions and Membership officer as agreed by your line manager
- Any other duties as required by the line manager commensurate with the post.

### **Skills and Qualities**

#### Essential

- An enthusiastic work ethic
- The ability to organize a wide-ranging work programme with good time management skills
- Written and verbal communication skills, especially a good telephone manner
- The ability to work well as part of a team
- Good computer literacy skills
- A good level of spelling and grammar in English
- Accuracy and attention to detail
- The ability to use your own initiative but also know when matters need to be referred to a colleague or line manager

#### Desirable:

- Familiarity with Wordpress or website backends
- Familiarity with social media platforms
- A knowledge of the ceramics sector

### **HOW TO APPLY**

Please send a CV and short covering letter (maximum 2 pages) using the job description to outline why you'd be good for the job to [tobybrundin@ceramicreview.com](mailto:tobybrundin@ceramicreview.com) by 9:00am on Monday 28 January.

Interviews are expected to take place the following week.

For further information please contact [tobybrundin@ceramicreview.com](mailto:tobybrundin@ceramicreview.com).

**Application deadline is 9:00am on Monday 28 January 2019**