

# The ACE Foundation

*Founded 1958 by Philip Barnes*

Association for Cultural Exchange | ACE Cultural Tours | Stapleford Granary

Stapleford Granary, Bury Road, Stapleford, Cambridge, CB22 5BP | +44 (0)1223 849004 | [ace@acefoundation.org.uk](mailto:ace@acefoundation.org.uk)

## Arts & Charity Administrator

The ACE Foundation is looking for an Arts & Charity Administrator to join a small team at Stapleford Granary, an exciting new study centre for music and the arts, situated just outside Cambridge. This is an ideal opportunity for an enthusiastic, imaginative and self-motivated individual who is passionate about education, music and the arts.

### About the ACE Foundation

The ACE Foundation (Association for Cultural Exchange) is a Cambridge-based educational charity founded in 1958 with the object of encouraging and developing cultural understanding. Providing support for educational projects, courses and summer schools, both locally and internationally, the ACE Foundation has played a pioneering role in adult and continuing education. The ACE Foundation also owns a subsidiary company, ACE Cultural Tours, the UK's leading provider of cultural travel and study tours.

### Stapleford Granary

The ACE Foundation owns and operates Stapleford Granary, a new study centre for music, arts and culture providing educational activities for all ages. We host concerts and music workshops, support artist development, and organise a diverse range of lectures and art courses in a range of disciplines. Various artists we have recently worked with include Imogen Cooper, the Allegri Quartet, Kathryn Tickell, Gwilym Simcock and David Almond.

### The Role

Working in a small team, you will assist the Director of Music & Arts in devising, organising and managing educational courses and events. You should have a background or keen interest in music and the arts and will be joining us at an exciting time in our development. For the right person there will be an opportunity to make a significant creative impression on our future activities. You will also need to be methodical, hard working and conscientious.

### Main Responsibilities

**Event Organising** - From beginning to end, promotion through to follow up, including courses, concerts, workshops, seminars, summer schools, community events and exhibitions.

**Content Creation** – The creation of compelling written content for print and digital publicity material, including programs, flyers, posters, email shots and websites.

**Bookings** - Taking bookings and payments via web, phone or mail. Managing the booking system and reports.

**Front of House** - Meeting and hosting visitors, answering queries, student and artist liaison.

**HONORARY PRESIDENT:** Professor Sir Paul Mellars MA, PhD, ScD, FBA, FSA

**TRUSTEES:** Prof Ann Barrett OBE FRCP FRCP | R Burge BA | Revd J Buxton BA DipTh | Sally Hickling MSocSci |

R Randall MA MSc PhD FIEEM | N R M Wright MA | P B Barnes MSc PhD (*Secretary*) |

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**Website, Marketing and Social Media** - Promote Stapleford Granary across various media platforms, including the website, Facebook, Twitter and e-news campaigns, through the creation of lively, accurate and up-to-date content. Represent the ACE Foundation at events.

**Project Partners** - Work with partners and charitable projects supported by the ACE Foundation.

**Fundraising** - Assist with the development and implementation of the fundraising strategy.

### **Desirable Skills**

- Literate and numerate, with the ability to write engaging copy that is clear and accurate.
- A good knowledge of and ability to use all appropriate IT and Content Management Systems, such as Word, Excel, Umbraco, Campaign Monitor, and event booking software.
- Experience of website design, image editing, and social media platforms.
- Organisational skills and ability to work consistently to deadlines.
- Clean driving licence.

### **Personal Attributes**

- Excellent knowledge of music and the arts.
- Creative and imaginative.
- Self-motivated, positive, resourceful and professional.
- An enthusiastic, flexible and adaptable approach.
- Calm, constructive and focused under pressure.

### **Additional Information**

The postholder will benefit from a competitive salary and, after a qualifying period, company contributions into a group pension scheme and private medical insurance. Leave entitlement is 25 days per year and 8 public holidays for full time staff, pro-rata for part time employees. Normal working hours are 0900-1700 Monday-Friday with 30 minutes' lunch break but flexibility will be needed due to the nature of the job. This position is envisaged to be for 5 days/week.

To apply please email a covering letter and your CV to [paul.barnes@acefoundation.org.uk](mailto:paul.barnes@acefoundation.org.uk) for the attention of Paul Barnes.

### **APPLICATION DEADLINE: 26 May 2017**

You must have the right to work in the UK.

We do not wish to be contacted by employment agencies.