

Admin and Operations Officer
Ben Uri Gallery and Museum Limited

Start Date: immediate (post correct notice served)

Ben Uri is a registered charity and operates within the art museum sector. It focuses on the following core areas:

1. BURU – Ben Uri Research Unit recording the Jewish and immigrant contribution to British visual culture since 1900.
2. exhibitions on site, online and touring
3. The Ben Uri Collection
4. BUAD – Ben Uri Arts and Dementia Institute which is charged with developing fully researched, accredited art interventions for the elderly living at risk of or with dementia.

Description: this role would suit a logical and creative problem solver who stays calm under pressure and delivers on time.

Flexible 2 days (or the equivalent of 16 hours a week)

The potential of mutually agreed additional hours as required

Workplace pension scheme

Paid holiday entitlement pro-rata of 28 days a year

Salary negotiable commensurate with responsibility and experience

Location currently at 108a Boundary Road, off Abbey Road, London NW8 0RH

Key organisational role reporting to Chief Executive and Head of BURU

Meaningful recent experience required in:

Leading a busy varied front and back office

Computer literacy in Microsoft or Apple and Google Suite

Web (Word Press) content inputting and mail chimp

String numeracy and invoice coding, payment and posting

Xero book-keeping preferable

Email correspondence handling with strong letter writing skills

Commercial approach to sourcing and buying

Previous gallery or museum or charity employment is advantageous but not essential

Strong numerical and interpersonal skills with colleagues and visitors

Please send your CV with accompanying letter to David Glasser and Sarah MacDougall at davidg@benuri.org and sarahm@benuri.org, outlining your strengths and weaknesses and explaining why fulfilling this important and senior role would meet your ambitions and our vision.