

## **Administration Assistant**

This is a fantastic opportunity for highly motivated organised individuals to be part of an established venture, providing an administrative and research based role with us.

Candidates must have strong personal, communications skills together with organisation skills. They must also be reliable and conscientious.

Imaging Partnership is a company that delivers visual arts learning programmes and workshops into primary, secondary and independent schools, with a focus on STEM orientated subjects.

Imaging Partnership will provide all operational, marketing and HR systems to successful candidates.

Main responsibilities include:

- Organising timetables with UK practitioners, with our head of programming, Michael Stewart
- Liaising with our international partners in overseas countries
- Liaising with schools, in specific countries
- Collaborate with our UK Partnership Directors in recruiting new international partners
- Work with our Head of Online Marketing, Robert O'Dell, to establish new partners overseas, as well as collaborating with UK based practitioners

The number of hours will be between 4 - 8 hours, per week (ideally on Tuesday and Wednesday mornings).

Hourly rate to be negotiated. Must have access to a reliable vehicle.