

Job Description

Guild Events and Building Coordinator

February 2026



Art Workers' Guild Trustees

PURPOSE OF ROLE:

- Coordinate and deliver the Guild's event programme.
- To manage the day-to-day administration of the building, and its tenants
- Assist with communications activities (mailings, socials, and website)
- Office administration for sub-committee meetings
- Maintain standards of excellence in service and partner experience

REPORTING TO:

- Guild Secretary

HOURS:

- 10.00 – 6.00 Monday – Friday
40 hours p/week plus late evenings/some weekends as necessary for Guild Ordinary Meetings and Guild events, or to provide cover for the Guild Deputy Secretary and House Manager.

SALARY:

- £30,000 per annum

RESPONSIBILITIES:

Events

Coordinate the Guild programme of events, exhibitions, Outreach and Creative Connections activities, and Master's outings (shared with Guild Deputy Secretary)

- Maintain AWG events central record
- Event planning with sub-committees and House Manager
- At AWG events, work with the House Manager to ensure smooth running of the event. Be the central point of contact, meet the event organiser, set up room, oversee logistics throughout.
- Prepare invitation lists and issue invitations, create name badges if required
- Collate responses, collect payment (if necessary), and keep host informed of attendance
- Create Guest list for door
- Organise documentation – photography, reports, feedback forms

Exhibitions

- With Hon Curator, encourage members to use 2 x 1 week exhibition slots p/year available to members for free, and install work
- Coordinate with Hon Curator re: other exhibitions and objects to display in the cabinets throughout the year

Administration of the building

- Advise Hon. Architect of building maintenance requirements, and implement decisions, budget permitting
- Maintenance and review of cleaning contract
- Support the Hon Architect during building projects, including ensuring builders have access to property when needed, and that areas are clear before work starts
- Arrange for timely payment and other administrative requirements of any building contracts
- Fire alarm drill (twice annually)
- Fire equipment tests (quarterly)
- Gas certificates for building (July)
- Arrange PAT testing
- Arrange gutter cleaning

Communications

- Prepare copy and images for proposed events and communicate to Guild Deputy Secretary for use in email notifications, website, and social media.
- Attend Sub Committee meetings, when needed.
- Write up Minutes of meetings
- Oversee content on sub-committee pages on website and communicate any updates to Guild Deputy Secretary.
- Collect and file image library in central location.

Other

- Carry out other tasks that may from time to time be assigned by the Guild Secretary or Guild Trustees.

PERSON SPECIFICATION:

- Excellent organisational and administrative skills, with a logical and methodical approach to work
- Experience of project management and running a busy events programme
- Experience working on arts outreach projects, with community groups, or with schools, and committees
- Familiarity with budgets, record keeping, and accounts
- Strong communication and customer service skills

- Excellent IT skills – including excellent mastery of Word, Excel, and PowerPoint programmes
- Ability to prioritize, juggle different projects and trouble shoot, and to work quickly and accurately under pressure
- A self-motivator coupled with the ability to work in a team
- Knowledge of and interest in the arts and crafts world desirable