



Job Title: Arts Administration Assistant

Reports to: Finance and Administration Manager

Salary: £19,495 per annum

Working Hours: 4 days, flexible hours over 5 days

Location: Office based - Queen's Hall Arts Centre, Hexham

Background

Queen's Hall Arts (QHA) is the charity that manages Queen's Hall Arts Centre in Hexham, Northumberland (pop.13K). As one of the few multi-disciplinary arts centres in the region and one of only three in Northumberland, QHA prides itself on devising and delivering a quality programme across all artforms and for the full breadth of the community. QHA co-creates for people of all ages and abilities to engage with culture by attending performances, participating in activities, and/or using our building to showcase their own work and talents. In 2024m we engaged with over 265,000 people through performance, workshops, and art activities, including dance, theatre, music, spoken word, comedy and visual arts. In 2025, we created over 490 individual events in the arts centre alone.

Our mission is to be the creative heart of the community, delivering great arts experiences and supporting professional and aspiring artists. We offer a welcoming and stimulating environment for all to experience a broad range of arts activities and for the presentation of work to the highest possible standard.

QHA is a source of employment and economic activity in the area, employing 32 staff, and working with 300 creative professionals every year. Our Victorian-era venue houses a 350-seat theatre, studio theatre, two galleries, library, offices, rehearsal room, and rental spaces.

About the Role

The Arts Administration role supports QHA's senior management team with all aspects of administration.

Key Responsibilities

• Operational Support

Support the QH team to ensure the smooth day-to-day running of all QHA spaces, including hired rooms, gallery, theatre, studio and let offices. Assist the team with bookings and support users to ensure spaces are welcoming, safe and well-organised.

• Data Management

Maintain accurate records and databases, preparing reports for the Senior Management Group. Monitor performer contracts issued are returned and liaise with colleagues to ensure all performance information is shared promptly and correctly across the team.

• Event Co-ordination

Support the logistics of performances, exhibitions and events, including arranging accommodation and travel for artists and speakers where required.

• Board & Meeting Administration

Support the Board of Trustees and staff with meetings throughout the year. Prepare and distribute papers, take minutes, and track agreed action points to ensure follow-up.

• Volunteer Support

Support QHA team to deliver effective volunteer communications and training schedules, maintain up-to-date records, and the ordering and distribution of volunteer uniforms.

• Marketing & Communications

Support the freelance Marketing Coordinator and the Sales & Audience Manager by updating the website, producing newsletters, gathering customer feedback, and monitoring the Friends scheme, including assisting with delivery of member benefits.

• Financial Administration

Assist the Finance Manager with processing invoices and maintaining accurate financial records using QHA's accounting software.

• **General Administration**

Provide administrative support to the Senior Management Group, including scheduling meetings, managing email correspondence, and organising digital workspaces.

Person Specification

Essential

- Previous administration experience.
- Strong ability to manage multiple projects, timelines, and logistical details.
- IT Proficiency: Knowledge of Microsoft Office (Word, Excel etc) and databases is essential.
- Excellent written and verbal communication skills
- Strong interpersonal skills, with the ability to build positive relationships with colleagues, contractors, performers and agents and board members.
- Good organisational and administrative skills, including the ability to record data accurately and manage multiple tasks.
- Willingness to attend meetings outside standard office hours.
- Ability to collect feedback, evaluation materials, and attendance data in a consistent and sensitive manner.
- A proactive, hands-on approach, with the ability to support a busy senior management team.
- Ability to work independently and as part of a small team, using initiative while following agreed processes.

Desirable

- Experience working in an arts and cultural sector.
- Understanding of data collection and reporting.
- Knowledge of the cultural landscape in Northumberland or the wider North East.

Location: On-site at Queen's Hall Arts Centre

Reporting: Reports to the Finance and Administration Manager. Works closely with the SMG and wider QHA team

How to Apply

Please email a letter of application (no more than 2 A4 pages) and CV to workforus@queenshall.co.uk.

Application deadline: Wednesday 24 June, 5pm

Interviews: W/C 29 June 2026