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Job Description

JOB DETAILS

Position Title:	Administrator
Reports to Position:	Director
Function:	Administration and Sales
Salary:	£24,808 pro rata
Hours:	28 hours per week Tues - Fri 10am - 6pm. Occasional evenings (time off in lieu)
Contract:	Temporary (4 months)

OUR ORGANISATION

Highland Print Studio is an open-access production facility in the heart of Inverness. The organisation was established in 1985 and is a registered charity and limited company. HPS specialises in printmaking; housing centuries old artistic techniques, such as etching, woodcut and lithography, alongside digital imaging and photographic facilities. Encompassing a dynamic creative environment where beginners can use the same high-grade facility and interact with professional Scottish and international artists, all with the shared purpose of artistic development and production.

JOB OBJECTIVE

The role of the Administrator is to manage the day-to-day administration and financial operations of Highland Print Studio. The role involves overseeing front desk operations, handling general inquiries, and assisting customers with purchases of print stock, classes, and merchandise. Additionally, the position entails managing finance-related tasks, ensuring accurate financial records, and supporting financial reporting and analysis. This dual-focus role aims to ensure smooth operations and excellent customer service while maintaining financial integrity and supporting the organisation's artistic endeavours.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Manage class bookings, studio bookings, memberships, and studio fees.
- Handle sales administration and oversee delivery logistics.
- Sell artworks and merchandise to the public, ensuring customer satisfaction.
- Address public inquiries promptly and professionally via phone, email, and in person.
- Website admin, social media posts and e-marketing via Mailchimp.
- Collecting data for performance monitoring and reporting.
- Administer services such as utilities to ensure smooth operations.
- Manage incoming and outgoing invoices efficiently.
- Support the Director with various administrative tasks, including recruitment management.

LEVEL OF INFLUENCE

In this role, the individual reports exclusively to the Director and occasionally to The Board, without exerting influence beyond this direct reporting relationship.

PERSON SPECIFICATION

Experience, Skills and Aptitudes

- Experience operating administrative systems and using Microsoft Office programs (Word and Excel).
- High level of numeracy, attention to detail, and accuracy in financial and administrative tasks.
- Ability to work collaboratively in a small team while also being able to work independently and take initiative.
- A flexible approach to working.
- Strong organisational abilities with meticulous attention to detail and high accuracy.
- Excellent communication skills and a customer-oriented approach.
- Experience of posting on social media; e-marketing and website admin in a work setting desirable.
- Demonstrated capability to collaborate effectively within small teams.
- Ability to work independently as required.
- Self-starter with a proactive approach to tasks and projects.
- An interest in visual art is desirable.

*This job description is not exclusive and at times you may be required to perform other duties out with this description as required.