

JOB DESCRIPTION

Administrator

Vacancy Ref: N1862

Job Title: Administrator, Ruskin Library and Research Centre for Culture, Landscape and the Environment	Present Grade: 4
Department/College: Ruskin Library and Research Centre for Culture, Landscape and the Environment	
Directly responsible to: Director, Ruskin Library and Research Centre for Culture, Landscape and the Environment	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: Library Services staff, staff in other professional services teams, students and staff in academic departments.</p> <p>External: Researchers, visitors and others interested in the Ruskin and Library Special Collections. Individuals associated with other significant Ruskin collections. Contractors and suppliers.</p>	
<p>Major Duties:</p> <p>The RL Administrator is responsible for day-to-day operations and organisation of activities associated with the RL an&RCCLE. The Administrator acts as a primary point of contact for all RL&RCCLE enquiries, maintaining the RL website and social media presence, and undertaking a range of other duties including collections care, assisting with exhibitions, assisting with developing and participating in the production of exhibition catalogues, education and outreach programmes, and monitoring of the RL building environment.</p> <p>Major duties associated with the role include:</p> <ol style="list-style-type: none"> 1. Acting as a primary point of contact for all RL&RCCLE enquiries and ensuring that they are appropriately referred to others in the team. 2. Assisting with copyright and IP enquires. 3. Working with the RL Events and Visitor Experience Manager - administration of events and engagement activities by managing bookings, maintaining records of engagements and visits and providing reports for the Curator and Director. 4. Maintaining the website and social media presence by creating content, supporting others to create content and regular updating. 5. Providing support to and managing the diary for Director of the RL&RCCLE. 6. Maintaining financial records and other finance activities including providing reports to the Director of the RL&RCCLE to assist in financial management. 7. Undertaking or supervising others (e.g. students or volunteers) to carry out small projects that support development, maintenance or use of the collections. 8. Undertaking a range of other duties including collections care, assisting with exhibitions, assisting with developing and participating in the production of exhibition catalogues, education and outreach programmes, and monitoring of the RL building environment. 9. Undertaking other duties commensurate with the role as directed by Director of the RL&RCCLE. 	