



# Application Brief and Job Description

## Charity Administrator / Venue Assistant

### About the Hattori Foundation and 1901 Arts Club

The Hattori Foundation was established as an Educational Trust by the Hattori Family and granted charitable status in 1992. The aim of the Foundation is to encourage and assist exceptionally talented young classical instrumental soloists or chamber ensembles who are British Nationals or resident in the UK and whose talent and achievements give promise of an international career.

In May 2015 the Hattori Foundation took over the lease and activities of 1901 Arts Club. Located in the vibrant artistic community of Waterloo, 1901 Arts Club is a unique venue dedicated to supporting artistic expression and bringing together musicians, artists, and people who share an appreciation of and interest in the arts. Inspired by Europe's *Salon culture*, 1901 Arts Club seeks to foster conversation, collaboration and the exchange of ideas in an intimate setting.

1901 Arts Club features a series of chamber music concerts with outstanding musicians and can be hired by individuals, groups and organisations for events, auditions, meetings, client entertainment and private parties. It also provides an excellent rehearsal space for musicians and ensembles.

The Salon (concert room) is equipped with a Steinway grand piano (C-type), a projector and screen and can seat 45 people. The first floor is a bar and lounge, and the second floor Meeting Room seats 8 people.

For further general details please see [www.hattorifoundation.org.uk](http://www.hattorifoundation.org.uk) and [www.1901artsclub.com](http://www.1901artsclub.com).

**To apply, please send a covering letter and CV by email to the General Manager, Glenn Kesby [office@1901artsclub.com](mailto:office@1901artsclub.com)**

**Applications should be received by Sunday 5 January 2025.**

**Successful applicants will be invited to interview on Wednesday 15 January 2025.**

# Charity Administrator / Venue Assistant

**Position:** Permanent role, working on-site, hours negotiable, 5 days per week, some evening and weekend duties. The position is to start as soon as possible.

**Remuneration:** National Living Wage, 25 days p.a. pro-rata annual leave entitlement plus statutory pension contributions.

**Reports to:** Glenn Kesby, General Manager

**Purpose:** Assisting the General Manager in the day-to-day business and operations of 1901 Arts Club and administration of the Hattori Foundation.

## Main Duties and Responsibilities:

1. Supporting the organisation of the Hattori Foundation including
  - a. Being the primary contact for the Hattori Foundation
  - b. Managing enquiries from prospective award applicants, coordination of awards process including applications and auditions
  - c. Convening meetings of Trustees, including taking of minutes
  - d. Assisting the Foundation's Artistic Advisor and General Manager to curate the annual series of Hattori Foundation Early Evening Concerts
  - e. Maintenance of the Hattori Foundation's social media presence
  - f. Maintenance of the Hattori Foundation's website
  - g. Occasional administrative work supporting the charity's founder.
  
2. Assisting the day-to-day management of 1901 Arts Club including
  - a. Taking and managing rehearsal/meeting enquiries and bookings
  - b. Booking and managing event/bar staff
  - c. Organising bar stock-control and orders, and catering for meetings
  - d. Assisting the preparation of statutory reports, e.g. PRS/PPL
  - e. Occasional overseeing of operations on event nights
  - f. Invoicing, card receipts and petty cash
  - g. Supporting the marketing of 1901 Arts Club including maintenance of
    - i. online event listings
    - ii. the Club's 'what's on' guide
    - iii. the Club's social media presence

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## **Key skills, knowledge and experience:**

### **Essential**

- Experience and proven interest in classical music
- Excellent customer service and communication skills
- Confident administration skills
- Proficient writing skills
- Basic finance management experience
- Competent in MS Office applications

### **Preferred**

- Website maintenance experience
- Hospitality experience
- Social media experience

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