

# FRANK BOWLING

## ADMINISTRATIVE ASSISTANT

A unique opportunity has arisen for a highly organised and trustworthy individual to join the London studio of the eminent artist, Sir Frank Bowling OBE RA. The successful applicant will work with a passionate and dynamic team tasked with documenting Frank Bowling's legacy.

### Job Offer:

Position: Administrative Assistant

Reports to: Studio Manager

Location: Elephant and Castle, London

Annual salary: £24,000-£34,000 (dependent on experience/expertise)

Duration: Permanent / Probation period of 3 months

Hours: 35 hours per week / Full Time, Mon-Fri, 9.30 to 17.30

**Benefits:** 25 days annual leave (plus 8 public holidays) statutory sick pay, employer's pension contributions. Support provided for ongoing professional development.

**Expected start date:** April 2025 (or as soon as possible thereafter)

**Tasks include:** (Please see Job Description attached)

**The successful candidate will have:** (please see Person Specification attached)

**For all initial informal enquiries,** please contact – Ailbhe Murphy (Studio Manager)  
Telephone - 07454854912 Email – [apply@frankbowling.com](mailto:apply@frankbowling.com)

**Closing date:** all formal applications to be submitted **by Midnight, 24 March 2025**  
**and should include:**

- covering letter
- curriculum vitae
- name and contact details (telephone & email) of 2 referees

**Interviews are scheduled for: w/c Monday 31 March 2025**

**Please send all applications to** [apply@frankbowling.com](mailto:apply@frankbowling.com)

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## Job Description

### Administrative Assistant, Frank Bowling Studio

#### General Information

Sir Frank Bowling OBE RA graduated from the Royal College of Art in 1962 with the Silver Medal in painting and is hailed as one of Britain's foremost abstract artists. Now aged 90, Bowling paints every day in his south London studio producing large and small canvasses and works on paper. He is represented by international galleries and exhibits in solo and group exhibitions in the UK, Europe and the USA. His studio is managed by a team led by a studio manager. Sir Frank is now looking for a suitably qualified and experienced professional to join the studio team. The job description and person specification are set out below.

#### Job Description

The Administrative Assistant will be responsible for assisting the studio operation in a variety of tasks centered on the management of the Bowling Studio. This post plays a key role within the logistical day-to-day operations of the artist's studio and supports the senior leadership and studio team. You will be responsible for assisting with all general administrative matters, supporting exhibition and publishing projects, assisting with information technology, housekeeping, estates and facilities. The key responsibilities are as follows:

- Provide administrative support to Sir Frank Bowling and the Bowling studio team.
- Monitor the studio's public facing contact point email: [info@frankbowling.com](mailto:info@frankbowling.com) according to studio procedure.
- Provide administrative support to Studio Manager; carry out all general administration and record keeping, including but not restricted to:
  - Assisting the Studio Manager and Directors with correspondence and appointment diaries
  - Organising and schedule meetings, studio visits and appointments.
  - Minuting team meetings.
  - Arrange travel/hotel bookings and itineraries for members of the studio and external visitors as needed.
  - Maintain and update the studio manual.
  - Develop and maintain filing systems and manage studio equipment and stationery.

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- Assist with office finances such as:
  - Routine book-keeping.
  - Purchase of goods and services.
  - Reconcile monthly purchasing card statements.
  - Process expenses and record and monitor studio invoices.
  - Oversee petty cash spending for the studio and account for all purchases.
- Assist with all health and safety matters such as:
  - Schedule and arrange regular external inspections and servicing of alarm, fire extinguishers and health and safety inspections.
  - File all reports and certificates
  - Arrange maintenance and repairs on studios, offices and equipment.
  - Report and action improvements to ensure safety of staff and buildings.
- Receive and check in deliveries – alert colleagues and distribute as necessary.
- Log studio visits and outreach visits and support with research for out visits.
- Provide Ad-hoc personal assistance to the Studio Managers, Directors and management team as required.
- Assist with exhibition and projects:
  - support Studio Manager with project management of exhibitions and external projects.
  - Manage exhibition lists on Artlogic homepage.
  - Schedule social media updates and support external communications company with requests.
- Provide administrative support to the production coordinator such as assisting with supplying artwork images, ordering supplies
- Provide administrative support to the Research team; updating CV and biography, updating Artlogic and entering information on other database
- Provide administrative support to the education outreach programme; organise events and workshops, ordering resources for workshops and sending books to external archives, institutions and libraries.
- Provide administrative support to the IT coordinator such as assisting with updating the studio website, newsletter and assisting with social media posts.

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## Administrative Assistant: Person Specification

| Category               | Essential  | Desirable   |
|------------------------|--|---|
| Attributes             | <ul style="list-style-type: none"> <li>• Exceptionally well organised</li> <li>• Mature, resilient and adaptable</li> <li>• Flexible and willing to develop new skills</li> <li>• Confident communicator</li> <li>• Self-motivated and dependable</li> <li>• Enjoy working as part of a team</li> <li>• Ability to work under pressure, to prioritise and manage workload</li> <li>• Ability to work unsupervised</li> <li>• Ability to meet targets and deadlines</li> <li>• Strong work ethic</li> </ul> | <ul style="list-style-type: none"> <li>• Interest in fine art, studio practice, museums and art galleries</li> </ul>  |
| Education and training | <ul style="list-style-type: none"> <li>• Undergraduate degree in any subject</li> </ul>  | <ul style="list-style-type: none"> <li>• BA Fine Art, visual communications, photography, art history, or other creative subject</li> <li>• Professional qualifications in arts or business administration</li> </ul>   |
| Experience             | <ul style="list-style-type: none"> <li>• 3 years professional experience working in an administrative role</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of working in an artist's studio, art gallery or museum</li> </ul>  |
| Skills/knowledge       | <ul style="list-style-type: none"> <li>• Excellent communication skills both oral and writing</li> <li>• IT literate – MS Office, word processing, spreadsheet (excel), database, One Drive, Sharepoint</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of ArtLogic database</li> <li>• Knowledge of UK image and copyright law</li> <li>• Skills in information technology (user support, website, social media)</li> </ul> |
| Personal qualities     | <ul style="list-style-type: none"> <li>• Well organised</li> <li>• Detail-oriented and accurate</li> <li>• Able to develop, implement and follow procedures</li> <li>• Able to complete and finish tasks</li> <li>• Integrity, discretion and trustworthiness</li> <li>• Professionalism</li> </ul>  | <ul style="list-style-type: none"> <li>• Curiosity and desire to learn</li> <li>• Artistic and creative aptitude</li> </ul>   |

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