Hungate Medieval Art (charity number: 1125694) is an exhibition and learning centre located in the former church of St Peter Hungate, on the historic Elm Hill in Norwich’s city centre. Through exhibitions, trails and events, we exist to promote the medieval art visible in the County of Norfolk, as well as contemporary art inspired by medieval heritage. We hold at least 2 exhibitions per year, often alternating between historic research and contemporary artistic responses, as well as encouraging visitors to the important medieval church we are based in.

About the role
Hungate Medieval Art is looking for an enthusiastic and organised individual to take on the role of secretary and support the operations of the charity. The main responsibilities are:

- Scheduling monthly trustee meetings, producing agendas and taking minutes
- Keeping records of meetings and other information up to date and filed.
- Updating records held with the Charity Commission and managing the submission of the charity’s ‘Annual Return’.
- Responding to correspondence and keeping mailing lists up to date.
- Promoting events, exhibitions and other activities through social media and newsletters.
- Banking cheques and cash donations.

Although not a direct responsibility of this role, there is opportunity for the post holder to get involved with all areas of the charity if they wish, such as front of house (talking to and guiding visitors), exhibition planning and design, fundraising and events.

This role is especially suitable for anyone wishing to gain experience in charity, heritage and/or arts management.

Commitment
This role requires approximately 8 hours per month (2 hours per week). Trustee meetings are held on the first Thursday of each month from 5.45pm, in Norwich city centre.

Personal specification
Essential:

- Excellent written and verbal communication skills
- Ability to keep accurate records
- Excellent organisational skills
- High level of computer literacy
- Ability to follow instructions and procedures
- Interest in the work of the Hungate Medieval Art and an enthusiasm to support its aims
Desirable:

- Experience of supporting an organisation through administrative duties
- Experience of accurate note-taking or taking minutes
- Understanding of the Charity Commission reporting requirements
- Experience of handling cash for a business or organisation

How to apply

Please submit contact details, a CV and short statement outlining your suitability for the role (no more than 1 page of A4) to hungateglass@aol.com or by post to: Hungate Medieval Art, St Peter Hungate Church, Princes Street, NR3 1AE.

Applications close on Thursday 22nd August 2019.

Informal interviews will be held on the evening of Monday 2nd September.

For any further guidance or information, contact Rachel at: hungateglass@aol.com (please allow 3 working days for a response).