

## **Art Jameel**

Operations Administrator, Heritage (Saudi Arabia)

### **Background**

Art Jameel supports artists and creative communities. Our programmes foster the role of the arts in building open, connected communities; at a time of flux and dramatic societal shifts, we see this role as more crucial than ever.

Art Jameel's current initiatives include running heritage arts schools and restoration programmes, plus a broad range of arts and educational initiatives for all ages.

Our model is collaborative: major institutional partners include the Victoria and Albert Museum, the Metropolitan Museum of Art and the Prince's Foundation School of Traditional Arts; locally, the foundation works with individuals and organisations to develop innovative programming that embraces both ancient and new technologies, and encourages entrepreneurship and the development of cultural networks.

Art Jameel is now set to launch two new cultural centres: the Jameel Arts Centre, a contemporary arts institution in the UAE (opening November 11, 2018) followed by, in 2019, Hayy: Creative Hub, a major complex for the creative industries in Saudi Arabia.

Art Jameel is positioned alongside Community Jameel, and complements its sister organisation's work in promoting positive social change, job creation and poverty alleviation across the Middle East, North Africa and Turkey.

### **Art Jameel's heritage programming**

Art Jameel champions innovative approaches to protecting and preserving tangible and intangible cultural heritage. At the heart of Art Jameel's philosophy are its efforts to support local communities and to combine traditional approaches with emerging technologies. Through the Jameel Houses of Traditional Arts, in Cairo, Jeddah and Scotland, Art Jameel teaches programmes that preserve the cultural heritage of traditional arts and crafts; support young artists to develop contemporary designs from ancient traditions; and help graduates apply their skills in the restoration of monuments or as entrepreneurs. Art Jameel has also pioneered the use of digital technology to document endangered heritage in Saudi Arabia, and is at the centre of new heritage thinking and policy in the region.

Of particular relevance to this role, the Jameel House of Traditional Arts / Jeddah is a centre for artisanship, architectural discourse, and heritage preservation. An intensive one-year programme – a partnership between Art Jameel, the Prince's Foundation School of Traditional Arts and the Saudi Arabian Society for Culture and Arts – introduces participants to Islamic geometry, patterns and design, nabati ornaments, colour harmony and decorative techniques, woodwork, gypsum-carving and other traditional crafts, within the rich architectural heritage of Jeddah's Old Town.

The Jameel House of Traditional Arts / Jeddah also engages with the local community through a calendar of public workshops and evening classes, and participation in Old Town festivals. Running alongside the traditional crafts is a focus on the role of new technologies in preservation and documentation, and a research and public talks programme that explores the links between historical and contemporary architectural thinking.

From 2018, the Jameel House of Traditional Arts / Jeddah is growing with the opening of a new makerspace. Located just across the street from the original site, the new space expands Art

Jameel's capacity to deliver short workshops, to collaborate with makers and designers and to support alumni and other artisans seeking to establish themselves as craft designers.

### **Role**

The *Operations Administrator, Heritage* takes responsibility for the operational administration of the Jameel House of Traditional Arts / Jeddah (JHTAJ) and, as required, Art Jameel heritage programming in Saudi Arabia more generally. Currently, the role includes administration of the resources, maintenance and (occasionally) construction works at JHTAJ and day-to-day liaison with participants in, and applicants to, the JHTAJ one-year programme and short workshops.

### **Accountability**

The *Operations Administrator, Heritage* reports to the Head of Heritage, and works alongside and with other members of the Programming/Curatorial team in KSA.

The *Operations Administrator, Heritage* is also expected to cooperate closely with full-time management staff in Jeddah from the Prince's Foundation School of Traditional Arts, Art Jameel's partner in delivering the one-year programme at JHTAJ, as well as teaching assistants and visiting tutors from the School.

### **Job Description**

#### **Heritage programming administration**

- Following the lead and brief of the Head of Heritage, assist in administering all aspects of the Jameel House of Traditional Arts / Jeddah, including its maintenance, stocking of resources, liaison with participants and applicants, visits by tutors and other international staff, and liaison with local authorities, government agencies and other partners. In particular:
  - Communicating with JHTAJ participants and applicants, in coordination with the Head of Heritage and other members of the Art Jameel programming team, on administrative matters
  - Maintaining the stock of supplies at JHTAJ (maintaining the materials list for the one-year programme, purchasing materials, recording inventory)
  - Arranging visits by JHTAJ guests, including tutors from the Prince's Foundation School of Traditional Arts, such as visa applications, hotels and transport
  - Communicating with local municipal and government authorities, and with landlords and other local stakeholders
  - Supervising maintenance of the JHTAJ buildings, including electricity, water, air conditioning
  - Coordinating technical support for JHTAJ, including carpenters, electricians, transit
  - Maintaining a list of suppliers to JHTAJ (arts materials, cleaning materials, catering, water, etc.)
  - Administering petty cash and liaising with Finance on JHTAJ-related administrative payments
  - Maintaining a database of all contacts including visitors to JHTAJ
  - Taking photographs for and posting to JHTAJ social media platforms, in coordination with other Heritage team colleagues
- Supervise any full-time or part-time administrative staff at JHTAJ, including security, cleaners, maintenance
- Give tours and manage guests visiting JHTAJ and other Art Jameel centres

## **Personal Specification**

### ***Essential***

- Relevant and substantial work experience in administering a cultural centre or other programme in the not-for-profit space
- Strong financial management, stock management and time management abilities
- Ability to communicate and negotiate effectively and diplomatically with a diverse set of team members, assistants and stakeholders
- Some knowledge of the arts and artists from/in the GCC and wider Middle East, and an interest in the arts, generally
- Experience of working in Saudi Arabia, and an understanding of how to navigate typical (arts scene) cultures and government and community structures
- Proven organisational, planning and administration skills; attention to detail
- Ability to work collaboratively as part of a team and independently, remaining calm under pressure
- Ability and willingness attend work related events out of hours, as required
- Fluency in spoken and written Arabic and English

Especially during this period of growth for the organisation, positions are broad and staff expected to engage in wide diversity of tasks, be resourceful, creative and flexible.

### **Conditions of Work**

- Full time permanent position, based in Jeddah, working from JHTAJ, or as required and agreed with the management
- Hours of work: 8.45am – 5.30pm, Sunday-Thursday plus some occasional weekend and evening work
- Travel on occasion to visit exhibitions, attend meetings and so on, as the organisation demands
- The period of notice is 3 months in writing on either side