



THE BRITISH SCHOOL AT ROME

ACCADEMIA BRITANNICA DI ARCHEOLOGIA, STORIA E BELLE ARTI

VIA GRAMSCI, 61 00197 ROMA TEL. +39 06 3264939 FAX +39 06 3221201
www.bsr.ac.uk

REGISTERED CHARITY 314176

Administrative Assistant (Communication and Events), British School at Rome

Job description

This position is offered as a one-year fixed-term contract, with a start date in September 2012. Full daily board at the common table when available and lodging will be provided at the BSR, plus a grant of €500 per month and travel expenses to and from Rome at the beginning and end of the contract. The successful candidate will provide support to all office functions under the supervision of the Director's Assistant. The position is full time, 37 hours per week, but hours will be flexible including some evening work at events and weekend duty.

This position is an excellent opportunity for an entrepreneurial and self-motivated individual who is looking to develop their career potential in arts, media and/or academic administration, and who will enjoy living and working in a scholarly and artistic environment. The BSR is Britain's leading humanities research institute abroad, with an exciting record of archaeological projects, research on Italy from prehistory to the contemporary, and a thriving programme of architecture and contemporary art exhibitions.

Summary of responsibilities:

The successful candidate will support the Assistant Director (Humanities) and the Development Officer and take responsibility for three aspects of the BSR's activities:

Publicity and events coordination

- Assist with the planning and organisation of the BSR's activity and events programme
- Manage publicity for the BSR's events programme in Rome, including preparation and distribution of newsletters, posters and notices of forthcoming events (through hard-copy, e-mailing lists, websites and social networks), editing and uploading podcasts
- Provide regular technical support and invigilation at evening lectures, conferences and other events

Database maintenance

- Maintain the BSR's contact databases and associated mailing lists and reports on a day-to-day basis
- Maintain the BSR's web presence and communicate through other social media, including Facebook and Twitter

Development communications

- Provide support as needed to the BSR development programme (production of newsletters and gathering of other communications, including photos and other media coverage for marketing purposes)

S/he will also:

- Help with the organisation of, and logistical arrangements for the BSR's taught courses.**
- Offer administrative support for other areas of BSR activity.**
- Provide reception cover and occasional work with residential bookings.**
- Occasional weekend duty (being on call for emergencies, and greeting weekend arrivals to the BSR) and performance of other related duties as assigned.**

Person specification:

Essential:

- A university degree, preferably in a subject related to the BSR's sphere of activity
- Demonstrable administrative experience in an office environment
- Excellent written and spoken English

- Excellent IT skills, including standard office systems and use of social networks and databases
- Flexible attitude and ability to work with colleagues across the BSR
- High level of personal organisation and attention to detail

Desirable:

- Good working knowledge of Italian
- Experience of database maintenance including basic query-writing and report production
- Experience of producing documents using desktop publishing packages

Personal qualities:

- Self-motivated,
- self-learner with ability to work independently
- Creative and dynamic
- With a keen interest in arts and humanities

Applications, consisting of a covering letter (demonstrating how you fit the person specification) and CV, should be emailed as either a pdf file or word document to info@bsrome.it.

Deadline for applications: **12pm on Thursday 5 July 2012.**

Telephone interviews (preferably via Skype video) will be held on **Tuesday 10 July 2012.**