

Organisation	The Royal African Society
Job Title	Arts & Culture Membership Coordinator
Salary	£150/day
Contract	Freelance
Hours	15 hours (2 days a week)
Reporting to	Deputy Director
Responsible for	Membership Administrator
Location	Remote and in-person working at office in SOAS, Russell Square, London

About the Royal African Society

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally. Click on the following links to learn more about [who we are](#) and [what we do](#).

About the role

The Society is looking for a creative, energetic, organised and imaginative recruit to join our small and dedicated team to help develop and build the Arts & Culture Membership. RAS is known for its festivals Africa Writes and Film Africa, and as it expands into new artistic territory, this membership will be an important element of what we can offer our creative audiences.

The Arts & Culture Membership Coordinator will work closely with the Deputy Director, Comms manager and Membership Administrator. We are looking for someone passionate about the arts and community building, communication, networking, and Africa. Work will be organised to fit into two days a week. However, there is scope for the job to evolve, and, as membership grows, to increase the days.

Main tasks & responsibilities

Build the Arts & Culture Membership of the RAS

- Helping promote the Arts and Culture membership at public events and through all media (in cooperation with the rest of the team)
- Develop communication and engagement with Members, including a regular newsletter
- Encourage Members to share information on their practice when they join, highlighting their creative work and events

Maintaining contact and communication with our partners

- Planning mutually beneficial events and exchanges with our wonderful Arts and Culture partners
- Keeping the members newsletter updated with what our partners are doing as well

Planning exclusive Member events such as screenings, gathering and talks

- Connect events to current RAS Arts & Culture offerings and exploring new potential spaces
- Develop relationships and ideas that will offer opportunities for members to learn, connect, debate, and celebrate online and in person

Other

- Engage, alongside the team with RAS arts & culture events and initiatives
- Develop RAS's offering to its membership through improved messaging and communications, and expanded offers of benefits for members.
- Support in the monitoring and evaluation of the Arts & Culture Membership

Person Specification

Below are the requirements we will assess applicants against throughout the selection process.

Experience

1. Working in creative sectors
2. Managing events, online and in person
3. Relevant travel experience

Skills & Attributes

4. Ability to work well in a small team
5. Ability to work independently
6. Excellent writing and communication skills
7. Good design skills (e.g Canva)

Education, Knowledge & Competencies

8. BA/BSc level degree or equivalent
9. Knowledge of creative scenes in UK, across Africa and the diaspora
10. Knowledge of and interest in contemporary African arts and culture.
11. Commitment to the vision, mission and values of the Royal African Society.

Application Process & Key Dates

To apply, please send your latest CV and a covering letter (2 pages max) explaining why you think you are suitable for the job addressing the points in the person specification above to **dh35@soas.ac.uk**.

Deadline: 15 December 2021

Interviews: 16 and 17 December 2021

Start date: 3 January 2021 or as soon thereafter as feasible

- Candidates should have the right to live and work in the UK. Regrettably, as a small charity, we are not able to sponsor work visas for international applicants.
- Due to the large number of applications we usually receive, we will only be contacting shortlisted applicants and will not be able to provide individual feedback on unsuccessful applications.
- We welcome applications from all backgrounds and communities and particularly encourage applicants from a Black and Minority Ethnic background.