

Camden Art Centre Arkwright Road London NW3

Executive Assistant & Development Administrator - Permanent, full-time



Camden Art Centre, 2020. Courtesy of Pentagram.

Camden Art Centre is recruiting for an **Executive Assistant & Development Administrator**, an exciting opportunity to work at the heart of an internationally recognised contemporary arts organisation. Supporting the Director, Senior Management Team and Development, the role will provide high-quality executive, governance and fundraising administration, helping to maximise the effectiveness of the organisation's leadership and supporting the delivery of Camden Art Centre's strategic ambitions.

As Camden Art Centre enters an exciting new chapter, with ambitions to increase both revenue fundraising and deliver a significant capital project, this role will play a vital part in ensuring the smooth running of fundraising operations, governance processes and senior leadership activity. Working across Development and the wider organisation, the post-holder will coordinate complex diaries, meetings, stakeholder communications, Board administration and fundraising systems, helping to build strong relationships with donors, Trustees and partners.

The successful candidate will be an exceptionally organised and proactive administrator with excellent communication skills, sound judgement and meticulous attention to detail. They will be comfortable managing multiple priorities, maintaining confidentiality and building positive relationships with a wide range of internal and external stakeholders. They will enjoy working collaboratively within a busy team environment and be motivated by supporting Camden Art Centre's artistic programme and long-term development.

Camden Art Centre is committed to achieving diversity across our staff, board, programmes and audiences, reflecting our community in North London and internationally. We want and aim to be an open and progressive organisation with equity and social justice at the forefront of our work. We proactively seek to include diverse and under-represented voices and Camden Art Centre operates a zero-tolerance of discrimination.

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We know that creating a truly inclusive culture is a journey, and we are deeply committed to this journey, including ensuring there is appropriate training and meaningful dialogue across all staff and board members to support commitment.

We are particularly interested in applications from people from backgrounds that are underrepresented in the museums and galleries sector, including people from low-income backgrounds, people with disabilities, and people from Black, Asian, and ethnically diverse backgrounds.

Camden Art Centre is committed to meeting the needs of applicants with disabilities. Visit our [access webpage](#) for general information. Please see [our recruitment guidance document](#) provided for further information.

This job pack will give you more information about the role.

We provide [additional guidance notes](#) to help you better understand the recruitment process, the information we need to know about you to understand if you are the right person for this opportunity, and how best to approach completing your application.

Thank you again for your time and best of luck with your application.

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The Shop at Camden Art Centre, 2023. Photo: Rob Harris.

What is enclosed in this document?

1. Key recruitment information
2. About Camden Art Centre
3. Job Description
4. Person Specification
5. Equal Opportunities guidelines and monitoring

1. Key recruitment information

Information Evening:	Monday 27 July 2026, 7 – 7.30pm (online, live, via Zoom)
Closing date for applications:	Tuesday 4 August 2026 by 10am
Interviews will take place:	Tuesday 11 August 2026

Please note that we are unable to consider any applications which are received after the deadline. If you cannot make an offered interview time, we may not be able to give you an alternative.

Unfortunately, due to the high volume of applicants, we are unable to write back to all applicants at the shortlisting stage or to give specific feedback on why you have not been shortlisted. If you do not hear from us by 11 August 2026, please assume that you have not been shortlisted in this instance.

Applicants must have the right to work in the UK.

Please do not send CVs.

Please send us your completed application form to recruitment@camdenartcentre.org with 'Executive Assistant & Development Administrator' in the subject line.

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Please also complete the online equal opportunities monitoring form here:

[Equal Opportunities Monitoring Form](#)

The equal opportunities form is confidential and separate from your application.

If you have any queries regarding the role or any difficulty in completing your form, please contact us at recruitment@camdenartcentre.org.

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Camden Art Centre, akâmi: Duane Linklater at Camden Art Centre 2025. Photography by Elliot Baxter.

2. About Camden Art Centre

Since 1965 Camden Art Centre has been a place for art and the people that make it. Rooted in our local community and internationally acclaimed, we foster a sense of belonging and a deeper relationship to art. We aim to push boundaries and connect people to their own creativity through our exhibitions, residencies, events and learning programmes.

Originally built as a public library, the building now combines historic architecture with open, modern spaces and a secluded garden with free entry for all. Camden Art Centre has always led the way supporting artists and audiences to create and engage with the most vital and inspiring contemporary art and culture today.

Our vision

For us all to be empowered to explore our creativity and to deepen our enquiry of the contemporary world.

Our mission

To be a space to look, make, think and talk about the most vital and inspiring contemporary art and culture today; a place to connect to your creativity.

Our values are to be:

Open

Thoughtful

Challenging

Rigorous

and to centre creativity in everything we do.

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Camden Art Centre has championed over-looked and under-represented artists from every generation. From early shows like 'Contemporary African Art' in 1970, to the very first UK exhibitions of then little-known figures like Hilma af Klint in 2006, Forrest Bess in 2022 and Martin Wong in 2023. For over 50 years, we have worked ahead of the curve, giving early support and exposure to artists including Phyllida Barlow, Sophie Calle, Martin Creed, Mary Heilmann, Kerry James Marshall, Mike Nelson, Laura Owens, Veronica Ryan, Yinka Shonibare, Kara Walker, Christopher Wool and more recently Allison Katz, Walter Price and Mohammed Sami.

Also working closely with local schools, teachers and community groups, our learning programmes connect artists with audiences to explore creative processes together. These projects, both off-site and within the gallery, are collaborative and long-term, allowing participants and artists to connect and learn from each other over time.

Our world-renowned exhibitions and learning programmes support artists at every stage, enabling them to make work that is relevant for today: brave, challenging, engaging and vital.

Camden Art Centre is an Arts Council England (ACE) National Portfolio Organisation (NPO) and a registered charity governed by a Board of Trustees.

[Tap here to explore](#) our archive, featuring past exhibitions, residencies and projects.

For more information, visit camdenartcentre.org

YouTube: [Camden Art Centre - YouTube](#)

Instagram: [Camden Art Centre \(@camdenartcentre\)](#) • [Instagram photos and videos](#)

Twitter: [Camden Art Centre \(@CamdenArtCentre\)](#) / [Twitter](#)

Facebook: [Camden Art Centre - Home](#) | [Facebook](#)

Benefits Include:

- 25 holiday days per annum, plus bank holidays (pro rata for part-time staff)
- Access to ICOM card for free entry to museums and galleries
- Complimentary tickets to CAC public programme events
- Training and development opportunities
- Health and wellbeing support (Health Assured Scheme)
- Access to interest-free season ticket loan and cycle scheme partnership.

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New Contemporaries performance at Camden Art Centre. Photography by Sam Nightingale.

3. Job Description

Executive Assistant & Development Administrator

Employer	Camden Art Centre	Place of work	Arkwright Road, NW3 6DG
Reports to	Head of Development	Department	Development
Salary	£30,000 per annum	Contract	Permanent
Hours/Days of work	Monday - Friday 10:00 - 18:00	Responsible for	n/a

Outline of role:

Camden Art Centre's Senior Management Team (SMT) consists of the Director, Deputy Director, Head of Development and Head of Commercial. This is a pivotal moment for the Centre as we seek to strengthen our financial resilience through increased revenue fundraising and the delivery of a significant capital project to support future commercial growth.

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The Executive Assistant & Development Administrator plays a critical role at the heart of the organisation, providing high-quality executive support to the Director and Senior Management Team while ensuring the smooth administration of fundraising, governance and strategic projects.

Working across Development and the wider Senior Management Team, the post-holder will coordinate diaries, meetings, governance processes, fundraising administration and stakeholder communications, enabling senior colleagues to maximise their effectiveness and helping to deliver Camden Art Centre's strategic ambitions.

This is an exciting opportunity for an exceptionally organised and proactive administrator who enjoys working collaboratively, managing competing priorities and supporting a dynamic arts organisation through an ambitious period of growth.

Key tasks and responsibilities:

Development Administration & Department Support (40%)

1. Provide effective administration in support of the Head of Development, including diary coordination with the Director around prospects and relevant contacts across revenue and capital; the coordination of internal Development meetings and external funder meetings; and the management of internal credit card receipts, invoices and statements.
2. Manage the central Prospect Tracker across revenue and capital, providing administrative oversight of fundraising pipelines, recording updates and ensuring cross-team coordination and accountability of agreed actions following monthly Prospect Meetings.
3. Working closely with the Development Coordinator, provide accurate record-keeping on our Salesforce database and internal files, maintaining and updating key organisational stakeholder records, updating contact data and producing reports as required.
4. Support the Head of Development in due diligence processes and coordinate requirements for meetings of the Ethics & Risk Committee.
5. Maintain and develop effective systems and processes to strengthen departmental efficiency.
6. Carry out any further duties reasonably requested by the Head of Development or Director concerning fundraising, stakeholder management and matters relating to it.

Supporting the Director (40%)

7. Organise and coordinate the Director's diary through a weekly meeting, monitor incoming meeting requests, balance competing priorities and anticipate Director's meeting needs.
8. Act as primary point of contact between the Director, internal staff, trustees, stakeholders and external contacts.
9. Draft correspondence and briefings, collate board papers and monitor follow-ups on behalf of the Director.
10. Organise Director's travel arrangements and expenses.
11. Organise the Director's post and inbox.

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Operational Administration & Support (20%)

12. Provide effective administration in support of the Deputy Director around our long-term building project, including diary coordination with architects and project stakeholders.
13. Support the coordination of major capital applications, proposals and timelines which require the buy-in of all members of Senior Management Team.
14. Be the day-to-day contact for our Board of Trustees and service Trustee meetings, taking and distributing minutes.
15. Take and distribute minutes for quarterly Trading Board meetings on behalf of the Head of Commercial.
16. Carry out any further duties reasonably required by the Director or Deputy Director concerning support of the Senior Management Team.

General

17. Contribute to a culture of collaboration, efficiency and proactive problem-solving within the Development Team and across the organisation.
18. Maintain confidentiality and discretion at all times.
19. Abide by General Data Protection Regulations 2016, Privacy and Electronic Communications Regulations 2003, and the CAC Data Protection Policy.
20. Operate in accordance with the Centre's health and safety, employment, equal opportunities, environmental, anti-racism, safeguarding, data protection and other policies and procedures.
21. Maintain a commitment to training and professional development and participate in staff team activities.
22. Undertake other duties as required to ensure the smooth running of the Centre.

Person Specification

Essential skills / experience / qualities:

- At least one year experience of working in a complex administrative role.
- The ability to facilitate relationships with stakeholders on behalf of the Director and Head of Development, and confidence in prioritising meeting requests.
- Excellent time management skills, with the ability to manage multiple tasks and prioritise, whilst remaining calm and maintaining a professional demeanour.
- Excellent verbal and written communication skills, with the ability to respond quickly and appropriately by email, telephone or by letter.
- Discretion and sensitivity with regards to data and communications.

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- Highly organised with meticulous attention to detail. Methodical working with speed and accuracy.
- Excellent IT, word processing and spreadsheet skills, including using Outlook, Word and Excel.
- Strong experience in working with databases.
- An active interest in working in the cultural sector / the arts, especially contemporary visual art and art education.
- Problem-solving skills and an ability to work flexibly.
- Positive and supportive behaviour in the workplace.
- Proactive support for the artistic and business aims of Camden Art Centre.
- Honesty, reliability, punctuality.

Desirable skills / experience / qualities:

- Working knowledge of the contemporary visual arts or of working in a comparable cultural or voluntary sector organisation.
- Experience of minute-taking and meeting facilitation.
- Experience of fundraising and working with high-level clients, donors, supporters or members.
- Experience of working with Salesforce CRM system.

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5. Equal Opportunities Policy and Monitoring

1. Introduction

- 1.1 Camden Art Centre (CAC) is committed to a policy of equality of opportunity in its employment practices and in the provision of services to users.
- 1.2 The Sex Discrimination, Race Relations and Disability Discrimination Acts protect job applicants, employees, self-employed people, and contract workers alike and accordingly the word “employee” in this policy includes all such people who are protected by the Acts.
- 1.3 Senior management fully supports this policy. All employees are responsible for its implementation and should request special training if they have any doubts about its application. An employee should address any questions in relation to the policy or any requests for special training to the Director.
- 1.4 Employees who feel that they have suffered such discrimination should raise the matter with the Director.

2. A Statement of Policy

- 2.1 As an employer CAC aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs.
 - 2.1.1 Selection procedures and criteria are reviewed to ensure that individuals are selected on the basis of their relevant merits, abilities, experience, and qualifications.
 - 2.1.2 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.
 - 2.1.3 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Administrator who will monitor the operation of the Policy for both employees and job applicants.
- 2.2 As a service provider, CAC aims to ensure that its artistic programme reflects the cultural diversity of the community in which it is based. In particular it aims to ensure that audiences and users are not denied access to the programme on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs. The artistic programme also aims to challenge and explore issues around identity and society’s response to identity and ‘difference.’
 - 2.2.1 The exhibition and education programmes are reviewed to ensure that they reflect the needs and interests of the whole community.
 - 2.2.2 Targeted activities will be integrated into the programme in order to encourage increased use of the Centre by members of the community who ‘traditionally’ feel excluded from art spaces.
 - 2.2.3 All employees must accept their personal responsibility for the practical application of the Policy but at the same time CAC acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in programming and service provision.
 - 2.2.4 To ensure this Policy is consistently applied and monitored co-ordinating responsibilities have been assigned to the Director who will monitor the operation of the Policy within the artistic programme and other services.
- 3. Recruitment procedures
 - 3.1 Job descriptions and person specifications are regularly reviewed to ensure that they accurately reflect the responsibilities of the post and contain no indirect discrimination.
 - 3.2 The person specification and experience related to the job description provides the basis for the objective criteria for selection of candidates for short listing and appointment.
 - 3.3 Applicants receive a job description, person specification, and an equal opportunity form for details of protected characteristics such as sex, disability and race in line with Arts Council guidance, that will be used for monitoring purposes.
 - 3.4 Data may be referred to after initial shortlisting in order to choose between candidates of equal merit, in order to support our aim to diversify our workforce for individuals with protected characteristics.
 - 3.5 Interview panels will be kept to a minimum size and panel members will be briefed on the application of the policy and the inadmissibility of discriminatory questions.
 - 3.6 Candidates selected for interview will be asked the comparable questions. Candidates required to sit recruitment tests will be set the same tests.

4. Grievances

Anyone who believes that there has been any breach of this equal policy or has a grievance in respect of any act of sexual or racial harassment or any other discrimination should raise the grievance in accordance with CAC’s Grievance Procedure. Anyone who does not feel able to do this should raise it with the Director or if that is inappropriate, the Chair.

5. Discipline

An employee who harasses or discriminates against any other employee or CAC users or visitors on grounds of race, ethnic or national origins, disability, marital status, gender, sex, sexual orientation, age, class, responsibility for dependants or religious beliefs will be dealt with under CAC’s Disciplinary Procedure. Such harassment or discrimination will normally be regarded as gross misconduct so that, on completion of the investigation and the relevant stage of the Disciplinary Procedure, the employee will be summarily dismissed.

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Thank you for reading and good luck with your application.



Slogan plates created by Kingsgate Primary School pupils before 2019