



ROYAL ACADEMY OF ARTS

October 2008

Dear Applicant

Merchandise Administration Assistant, Royal Academy Enterprises Limited

Thank you for requesting the information pack about the temporary position of Merchandise Administration Assistant in RA Enterprises Limited.

Please find enclosed:

- A copy of the advertisement
- An outline job description
- Person Specification
- Summary of the main terms and conditions of employment
- An application form
- An introduction to the Royal Academy of Arts
- Summary description of the Academy's Collections

If you require an alternative format of the application form (for example in a larger print size or on tape), please do contact HR on 020 7300 5795.

If you wish to apply for this position please fully complete the application form and return to me (at the Royal Academy), by the closing date of 13 October 2008 – if you would like an electronic version, please let me know. **You may like to attach your CV to the application, but please do not submit your CV as your only means of applying for this job.**

If you prefer, you may return your application via e-mail to:
recruitment@royalacademy.org.uk.

Yours sincerely

Anne de Silva
HR Director
encs.

MERCHANDISE ADMINISTRATION ASSISTANT

RA ENTERPRISES LIMITED

Salary £17,000 per annum

Temporary assignment considered

We are looking for an Assistant to start immediately, helping with ordering stock, actioning transfers & stock adjustments, processing invoices, filing, data inputting and administrative support.

You will need a good telephone manner, be well organised, punctual and reliable. The work requires a high level of accuracy, numeracy and proficiency in MS Excel.

For further information and an application form contact the recruitment line on 020 7300 5833, visit our website: www.royalacademy.org.uk or send an e-mail to: recruitment@royalacademy.org.uk

Closing date: 13 October 2008

JOB DESCRIPTION

Job Title: Merchandise Administration Assistant
Department: RA Enterprises Ltd
Reports to: Merchandiser

OBJECTIVE

Support the Merchandising Team through effective supplier liaison, invoice processing and general administrative support.

MAIN DUTIES

Stock Management

1. Raise all agreed orders on the system as directed by the Merchandising and Buying Team.
2. Liaise with suppliers via telephone and email regarding orders and deliveries, reporting shortages or problems as appropriate.
3. Print and despatch barcode labels for all orders, as needed.
4. In conjunction with the Warehouse, arrange for despatch of packaging for all orders.
5. Ensure that the Merchandiser and Assistant Merchandiser are made aware of any issues regarding stock availability, and particularly any delays to product delivery dates.

Stock Control Systems

1. As directed, action all stock movements and transfers on the computerised stock control system and maintain accurate records of these.
2. Create SKU and Summary reports as required.
3. Under direction from the Merchandiser, maintain correct product attributes and prices on the stock control system.
4. Assist with new product creation on the stock control system and maintain the Reorder spreadsheet and product information files.

Invoicing

1. For all orders ensure deadlines are met for passing invoices: checking against delivery notes and coding before they are signed off for payment.
2. Under direction, deal with supplier queries and liaise with the Finance department to ensure timely payment of invoices.
3. Maintain Invoice Tracking spreadsheet for all delivered orders.
4. Identify accruals and prepayments for inclusion in end of month reporting.

Administration

1. Keep accurate records of all actions on the inventory control system e.g. adjustments, transfers, outstanding orders and delivered orders.
2. Maintain Departmental records, ensuring that all documents are filed neatly and correctly.
3. Collect and distribute post/parcels as necessary.

General

1. Provide back up support to the Mail Order Administrator for order taking and processing.
2. Assist in achieving the overall business objectives through participative teamwork in all other activities required of the merchandising team.
3. To co-operate by assisting in any areas as directed by Senior Management.

PERSON SPECIFICATION

Job: Merchandise Administration Assistant
Department: RA Enterprises Ltd
Reports to: Merchandiser

Essential Requirements and Qualities

1. **Computer Skills:** Competence in Microsoft Word and Outlook. High level of competence in Excel. Knowledge of computerised databases preferred, but training given.
2. **Administration Skills:** High level of attention to detail, numeracy and accuracy. Prior experience in invoice processing and maintaining filing systems would be useful.
3. **Organisational Skills:** Ability to cope with, and prioritise a varied workload, meet deadlines and work under pressure in a very busy department. Able to work unsupervised when required.
4. **Communication and Interpersonal Skills:** Good communication skills and ability to deal confidently and effectively with external and internal contacts.
5. **General:** Willingness to work flexible hours as necessary and to achieve deadlines. Enthusiasm for and/or experience in retail, and an interest in Art & Design would be useful.

SUMMARY OF MAIN TERMS AND CONDITIONS

The **Merchandise Administration Assistant** will report to the Merchandiser within the Royal Academy Enterprises Department.

Salary:	£17,000 per annum
Hours of Work:	The normal working week is 40 hours including a one-hour lunch break, from approx. 9.30am to 5.30pm. The nature of the job is such that additional, evening or weekend working may be required. No overtime payments are made.
Probationary Period:	Three months, during which period a week's notice applicable to both parties
Notice Period:	One month, applicable to both parties
Paid Holiday Entitlement:	5 weeks - 25 working days per annum
Pension Scheme:	The Academy operates a contributory pension scheme. You may be entitled to become a member of the Scheme after the successful completion of your probationary period.
Identity Checks:	You will be required to provide official documentation to confirm your right to live and work in the UK.

The Royal Academy of Arts

The Royal Academy of Arts is a society of artists founded in 1768 to promote 'the arts of design' – painting, printmaking, sculpture and architecture and there are some 100 Academicians in these categories. Today the RA continues to fulfil its founders' aims by organising exhibitions, providing education and stimulating debate. The RA mounts a continuous programme of internationally significant loan exhibitions to which gallery education programmes, seminars and debates are linked. The annual Summer Exhibition of works of art by Academicians and other artists has been held since 1759. It is the largest open-submission, selling exhibition in the world. Future generations of artists are trained in the RA Schools, which offer the only three-year postgraduate fine-art course in Britain. The RA owns a major collection of works by members past and present and the oldest and one of the best fine-art libraries in Britain. The collection has been given marvellous gifts such as the Michelangelo Tondo on display in the Sackler Wing. The RA is self-supporting, receiving no money from government for its cultural activities.

Summary description of the Academy's Collections

The collections of the Royal Academy have been integral to the institution since its foundation in 1768. Sir Joshua Reynolds, the first President, quickly saw the advantages of forming a repository of great examples of art, not only to inspire students in the Royal Academy Schools, but also to demonstrate the skills and ambitions of the British School. The core of the collections consists of the 'Diploma Works', that is, works of art presented by Members upon their election as Royal Academicians. These works, however, have been supplemented by further donations from the artists themselves, as well as many bequests, gifts and donations, so that the collections now include approximately 850 paintings, 350 sculptures, and 500 casts after Antique sculptures and architectural details. In addition the Academy's collections include holdings of about 17,000 prints, drawings, and sketchbooks; 2,000 early photographs; a library containing roughly 13,500 rare and historic books; and an archive of artists' papers and institutional records comprising more than 700,000 individual items.

The key components of the Royal Academy's painting and sculpture collection are as follows:

Diploma works - This collection dates from the 18th century to the present and illuminates an on-going contemporary vision of a national school of art that is both uniquely personal to each artist and integral to the history of the institution. It includes significant paintings and sculptures by artists such as Henry Fuseli, Sir Thomas Lawrence, John Flaxman, J.M.W. Turner, Sir Henry Raeburn, John Constable, David Roberts, W.P. Frith, Sir Lawrence Alma-Tadema, Sir Hamo Thornycroft, John Singer Sargent, Stanhope Forbes, Stanley Spencer, Victor Pasmore, Allen Jones, Barry Flanagan and David Hockney.

Teaching Collections - this part of the collection brings together a wide range of material relating to the principal historic function of the Academy as the country's first and, for many years, only free art school. Since the Academy's collections and library were created specifically by artists for artists, the works of art and other materials that they contain provide a unique insight into the history of the education of artists. This material includes a small collection of copies, including a full-size copy of Leonardo's *Last Supper* attributed to Giampietrino, and plaster casts after the Antique as well as unique écorché casts in some cases cast directly from dissected bodies. There is also a collection of medals, many of which relate directly to the Schools.

Portraits of Royal Academicians - these portraits of Members of the Royal Academy include iconic images of many British artists including the celebrated self-portraits by Sir Joshua Reynolds and Thomas Gainsborough, as well as significant representations of John Constable and Sir J.E. Millais, and revealing portraits of artists as diverse as Alma-Tadema, Lord Leighton, W.R. Sickert, John Bellamy and Sidney Nolan.

Michelangelo's *Taddei Tondo* - the only marble sculpture by Michelangelo in this country and arguably the nation's greatest forgotten treasure.