

EAST QUAY

Cultural Administrator
Recruitment Pack
October 2026

Post: Cultural Administrator

Full- or part-time: 24-32 hours per week, some evening/weekend work required.

Location: Watchet, Somerset.

Salary: £28,500 pa pro rata

Deadline for applications: Monday 9th November 2026, 5pm.

Interviews: Monday 16th November 2026

Start date: ASAP

Responsible to: Millie Laing-Tate, (Producer - Creative Projects & Exhibitions) (day-to-day); George Harwood Smith (Curator); Jessica Prendergrast (Chair).

Work alongside: Delivery, administrative, communications and events colleagues across East Quay and wider Contains Art and Onion Collective projects.

Hello!

Thank you for your interest in applying for this role. This is an exciting opportunity to work within the cultural team with Contains Art CIO and partner Onion Collective CIC at East Quay, supporting the administration, events, marketing and evaluation as part of our Arts Council National Portfolio Organisation work.

We are seeking an enthusiastic, methodical and motivated Cultural Administrator to work as part of the wider East Quay team. It's an opportunity to develop yours and East Quay's capacity for administration and social impact as part of a small team and to support the creative and cultural programme as we expand in reach and audience over the coming years.

Details about the role, East Quay, Contains Art and Onion Collective are provided in this pack along with details of how to apply for the role.

Please do not hesitate to get in touch if you have any questions or for an informal conversation about the role.

Best wishes,

Jessica Prendergrast
Chair, Contains Art CIO

jess@containsart.co.uk

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Purpose of the post

To support Contains Art's administrative, marketing, events and evaluation functions, in collaboration with the wider East Quay team. This role is for someone who is methodical and organised but also passionate about the arts and creativity, and who wishes to develop their skills within a community-focused non-traditional team.

Job Description

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

- Work closely with the Chair, Curator and Producer at Contains Art, the General Manager, Finance Manager, and Office Manager at East Quay and alongside the wider Onion Collective team to support the smooth administration of the organisation and programme of work.
- Provide secretariat support to the Trustees of Contains Art and to the Learn + Reflect Panel including communications and record-keeping.
- Maintain reporting spreadsheets and Illuminate (online reporting) functions with respect to Arts Council and other funders.
- Implement and maintain systems for monitoring outcomes and surveying audiences in line with Arts Council requirements.
- Develop and undertake research, monitoring, social impact and evaluation processes in support of the cultural programme, exhibitions and events at East Quay.
- Supporting the Curator/Producer with cultural research, inventories, installation, archiving and administration of exhibitions.
- Support the administrative needs of the organisation, for example, purchasing, policy amendments and compliance.
- Support with social media, listings, marketing and communications for the programme.
- Support the organisation and delivery of events and exhibitions at East Quay.
- Invigilating galleries as required and supporting volunteer coordination.
- Facilitate positive and effective communication with the whole team including Front of House, the Kitchen team and the wider East Quay team, attending staff meetings as required.
- Ensure standards of health and safety, complying with risk assessments, maintaining compliance with all relevant legislation and standards including Safeguarding, Health and Safety, First Aid, COSHH, safe working practices and fire safety.
- Contribute to wider events planning, marketing and delivery.
- Other duties as may be required by the Chair, Curator, the General Manager, Finance Manager and other Onion Collective Directors.
- Complying with Contains Art policies and procedures and supporting the team to do the same.

Person specification

- Professional experience in administration, preferably in an arts organisation.
- Preferably University degree in a relevant subject with understanding of research methods.
- Knowledge, interest in and understanding of the arts, culture and arts engagement.
- Aptitude and knowledge in evaluation methods and techniques.
- Excellent interpersonal and communication skills, including written.
- Ability to work on own initiative.
- Good IT skills, including good knowledge of Excel, Google sheets, docs and slides.
- Great time management and organisational skills.
- Reliable, patient and flexible, keen to learn and develop with excellent attention to detail.
- Financial competence and attention to detail.

- Aptitude for collaborative working, open dialogue and non-hierarchical approaches to development and delivery.
- Ability to multi-task and prioritise work according to deadlines.
- Enthusiastic, motivated, flexible and keen to fit in with the ethos of East Quay and Contains Art with a good sense of humour.

Equal Opportunities

We want our company to be representative of all sections of society and welcome applications from everyone. Equality and diversity considerations are not an 'add on' to the work that we do, rather enabling access and engagement to the broadest range of people from and beyond our community is the very reason for our existence. We are committed to achieving a truly inclusive environment for all, providing an atmosphere where everyone can take part, learn, work and engage free from prejudice, discrimination, harassment and violence. Please note that our day-to-day office is located upstairs, with no lift: please contact us if this may present a barrier to your applying so that we can explore possibilities with you.

We would be grateful if you could please complete our Equal Opportunities form by copying this address in your browser: <https://uk.culturecounts.cc/s/51eW3t/splash>. Please do this alongside, when you submit your application.

To apply

Please send a CV including two referees and a letter of application (maximum 2 sides) detailing:

- Your suitability for the position
- Relevant experience
- Why you want to work at East Quay.

Please apply to jobs@onioncollective.co.uk by 5pm on Monday 9th November 2026.

Interviews will take place on Monday 16th November 2026 and the appointed postholder will preferably commence duties before the end of the year.

Contact

If you would like to have an informal conversation about the role, please contact Jessica Prendergrast by emailing jess@containsart.co.uk.

If you have any questions about the recruitment process, please contact Kiri Carter via jobs@onioncollective.co.uk.

Letting you know

We will contact all unsuccessful candidates to tell them they have not been short-listed for interview.

References and DBS

All appointments are made subject to satisfactory references, satisfactory enhanced DBS check, and the right to work in the UK.

Caring responsibilities or other personal circumstances that may impact role and availability

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives. This role may require staff members to work at weekends and evenings. We are keen to have a conversation to find practical solutions to meet candidates' own situations whilst meeting the needs of the organisation. The position is advertised as 24-32 hours. Please do talk to us if caring responsibilities or other circumstances mean you would like to discuss possibilities in this respect.

Travel to work

We encourage the use of sustainable modes of transport within and to East Quay and aim to reduce reliance on the private car as the main form of transport, whilst recognising the challenges of a rural context. We actively encourage sustainable transport measures such as walking, cycling and car sharing, and encourage taking part in travel plan initiatives to establish regular sustainable travel patterns.



Working at East Quay, Onion Collective and Contains Art

East Quay is operated in Consortium by Onion Collective and Contains Art and is home to more than ten creative businesses, artists and freelance practitioners. We have a team of around 30 staff working across culture, learning, community-building, alternative futures and hospitality.

We are firmly committed to creating a supportive, reflective, nurturing working environment that provides opportunities for fun, purpose and advancement for our team and the artists and partners with whom we work. We aim to be non-conformist as an employer, prioritising wellbeing, flexibility, personal needs and shared respect and responsibility.

About East Quay

East Quay is about culture, purpose and imagination. Our overall ambition is to establish it as a transformational cultural centre rooted in place but oriented toward the future – a living, breathing site where art, community, ecology and imagination intersect to model more hopeful, just and regenerative ways of living. Over the next few years, our priorities are to deepen East Quay's role as both an anchor for local belonging and a laboratory for experimentation: a space that nurtures connection, curiosity and collective agency while pioneering new cultural, economic and ecological practices that respond to the crises and opportunities of our times.

We aim to strengthen East Quay's foundations as a community hub of shared values, care and creative participation, embedding practices of inclusion, justice, and ecological consciousness across everything we do – from programming and partnerships to governance and the built environment itself. At the same time, we intend to expand its function as a site of radical imagination and learning, using exhibitions, residencies, labs and convenings to explore alternative futures, post-capitalist economies, and bioregional resilience. East Quay will act as a network connector – linking people, ideas, and movements across generations and sectors. Ultimately, our ambition is for East Quay to stand as a cultural commons for the region: a place where creativity fuels belonging, art





About Onion Collective CIC

Onion Collective is a social enterprise working to tackle social, cultural and environmental justice in our hometown here in Watchet, through wide reaching and ambitious regeneration projects. Where any profits are made, they are reinvested to benefit the town and community as a whole.

The organisation was founded by a group of friends who decided to see if we could make a little bit of difference in the world by initiating community and cultural projects and activity and by seeking to prioritise connection, compassion and curiosity in our work and the world we help to create. We believe a different kind of economy is possible and are working to demonstrate the future now, for example through East Quay and Understory, which is about community connectedness and social capital. We also undertake a small amount of consultancy work to support other communities and we conduct our own investigations and publish our own writing, in particular about community enterprise and the next economy.

About Contains Art CIO

Contains Art was founded in 2012 on the belief that who you are, what you have and where you are from should not restrict access to the highest quality arts, cultural and creative opportunities and experiences. Now a charity, (charity number 1193931) its purpose is to raise ideas, open minds, invite discussion and encourage a social, economic, and environmental conversation through culture, as well as bringing simple joy, beauty, and wonder into people's lives. It seeks to confound expectations of what visiting a gallery is like in a place like ours.

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