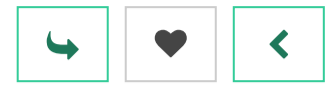


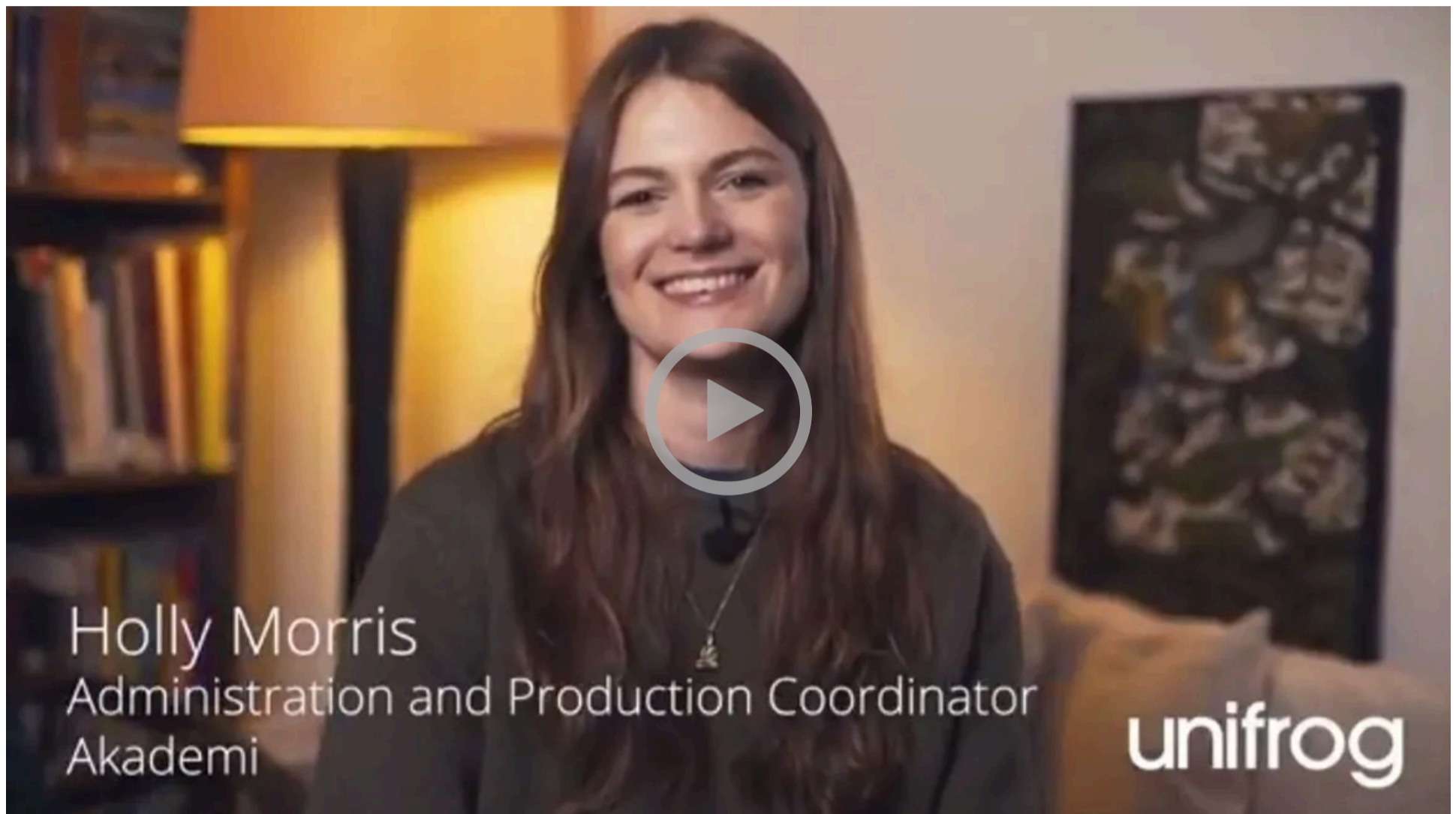


Arts administrator



Also called: Community arts assistant, Theatre administration assistant, Art collection administrator

Arts administrators help to organise events in the performing or visual arts. They might manage staff, finances, and locations for performances and exhibitions.



Holly Morris
Administration and Production coordinator

[Show transcript](#)

What you'll do

You could work at places like theatres, art galleries, community and disability arts organisations, or local authorities. You'll work in areas like accounting, fundraising, marketing, buildings management and customer care.

Your day-to-day tasks could include:

- booking venues and artists
- negotiating sponsorship and funding
- promoting events and managing social media
- helping with staff training
- managing budgets and keeping records
- carrying out general administration and selling tickets

You'll also usually be responsible for organising staff to make sure that the building is clean, secure and meets the venue's health and safety laws.

Your work will depend on the size of organisation you work for. In larger organisations, you may be responsible for just one area of work, or you may work across different departments.

Record relevant activities you've already done on the [Activities tool](#) >

Working hours and environment

Your working hours could vary and include evenings, late nights and weekends.

You'll work in an office and also travel to events and performances.

Career path and progression

With experience, you could become an arts officer or manager.

You could also take on freelance work or become a consultant.

Skills required

You'll need:

- communication skills
- excellent organisational skills
- maths skills for working to budgets
- IT skills
- negotiation skills

Got evidence of these skills? Record your examples on the [Skills tool](#) >

Entry requirements

A degree in arts, arts administration, events, or business studies may be helpful.

Relevant skills and experience are also valued by employers. You could get this through volunteering or temporary work, such as:

- helping with student or community drama productions or concerts
- working front of house or at box offices at arts centres, cinemas or theatres
- taking relevant temporary jobs with arts festivals

Volunteering or temporary work can help you to develop a network of contacts within the industry. Competition for jobs can be strong, so contacts may help you to find work.

You could get into this job through an [apprenticeship](#).

[Arts Council England](#), [Creative and Cultural Skills](#) and [Voluntary Arts](#) have useful information on careers in the arts.

Related know-how guides

Explore know-how guides related to this career:

- [Apprenticeships in creative industries](#) >

Related university subjects

These university subjects are related to this career; check out their profiles on the [Subjects library](#):

- [Dance](#) >
- [Drama and Theatre studies](#) >
- [Fine art](#) >
- [Music](#) >
- [History of art](#) >
- [Events management](#) >

Related careers

You may also be interested in:

- [Facilities manager >](#)
- [Community arts worker >](#)
- [Personal assistant >](#)

Explore

Want to see what relevant education and training opportunities are available right now? Search here:

Dance at uni:

[USA >](#)
[UK >](#)
[Canada >](#)
[Europe >](#)
[Asia >](#)
[Australasia >](#)
[Middle East and Africa >](#)
[Ireland >](#)

Drama and Theatre studies at uni:

[USA >](#)
[UK >](#)
[Canada >](#)
[Europe >](#)
[Asia >](#)
[Australasia >](#)
[Middle East and Africa >](#)
[Ireland >](#)

Fine art at uni:

[USA >](#)
[UK >](#)
[Canada >](#)
[Europe >](#)
[Asia >](#)
[Australasia >](#)
[Middle East and Africa >](#)
[Ireland >](#)

Music at uni:

[USA >](#)
[UK >](#)
[Canada >](#)
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[Australasia >](#)
[Middle East and Africa >](#)
[Ireland >](#)

History of art at uni:

[USA >](#)
[UK >](#)
[Canada >](#)
[Europe >](#)
[Asia >](#)
[Australasia >](#)
[Middle East and Africa >](#)
[Ireland >](#)

Events management at uni:

[USA >](#)
[UK >](#)
[Canada >](#)
[Europe >](#)
[Asia >](#)
[Australasia >](#)
[Middle East and Africa >](#)
[Ireland >](#)

Apprenticeships:

[UK >](#)

College / Sixth Form:

[UK >](#)

Labour Market Information (LMI)

Median averages relating to the Arts administrator profession.

UK
 USA

Jobs

Artistic, literary and media professionals

342,899

 2,417 in your local area of Liverpool

Top 5 local areas

| | | |
|---|---------------|-------|
| 1 | Surrey | 8,868 |
| 2 | Hackney | 8,587 |
| 3 | Kent | 8,466 |
| 4 | Hertfordshire | 8,120 |

5

Lambeth

7,261

Salaries

Arts officers, producers and directors

£45,534

 (Not enough data for this region) in your region of North West

Top 5 regions

| | | |
|---|------------|---------|
| 1 | South East | £46,761 |
| 2 | London | £39,816 |
| 3 | Scotland | £31,284 |
| 4 | South West | £25,936 |

Hours/week

Arts officers, producers and directors

37.5

 37.2 in your region of North West

Growth

2020-2035

Culture, media and sports professionals

+0.2%

↑ 1,593 jobs

 -4.8% in your region of North West, an decrease of 2,325 jobs

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You haven't favourited any Careers library profiles yet

People also liked...

Those that liked this career profile also liked the following

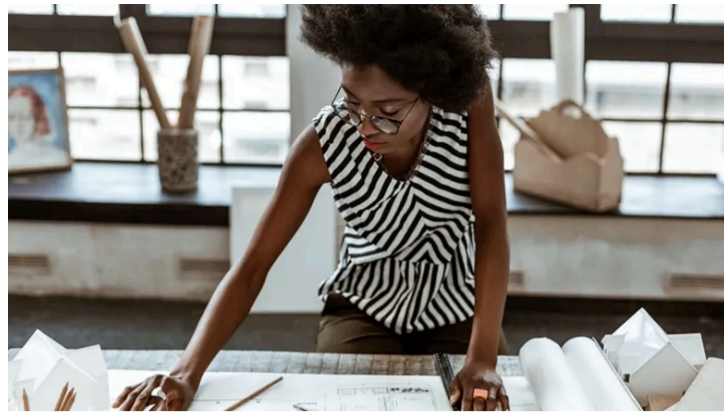


Art editor



Art editors bring images and text together in a visually aesthetic way in printed or digital magazines.

[Read the profile >](#)



Interior designer



Interior designers plan, design, and decorate spaces inside buildings

[Read the profile >](#)



Gallery curator

Gallery curators manage collection objects.

[Read the profile >](#)

