

# ZHF

## ZAHA HADID FOUNDATION

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**Position:** General Administrator

**Location:** London, UK

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### Introduction

The Zaha Hadid Foundation (ZHF) is seeking to appoint an experienced administrator to join its growing team. The General Administrator will be responsible for ensuring high quality management and delivery of all office-based systems and activity and supporting the day-to-day running of the Foundation. The role will support the senior management team and Director. We are a new organisation: the role will include the initial design and set-up of appropriate office systems. For purposes of line-management the post-holder will report to the Head of Research and Learning.

ZHF aims to be a major national and international centre for the study of architecture and design, and all the visual arts insofar as they intersect with the urban environment. Its mission is to preserve and promote the artistic and creative legacy of Zaha Hadid, to advance research and education in areas pertaining to her legacy, and in relation to modern architecture, design and related disciplines. It will do this through the creation of appropriate facilities for the display and study of its collections, and through curatorial and educational programmes in its own facilities and those of other institutions.

### The Foundation

The Zaha Hadid Foundation will present the art and ideas of Zaha Hadid to local and global audiences. It will promote new ideas in architecture and design, and the interaction of the arts in contemporary society, engaging with diverse audiences and supporting new scholarship in areas which pertain to her work and legacy.

Whilst firmly rooted in architecture and the life and work of Zaha Hadid, the Foundation will engage in a broad range of cultural activities. It will create exhibitions, from large-scale events for major international venues, to smaller and specialist displays. The Foundation will have its own exhibition spaces in which changing displays from the collection will provide London with ongoing access to Zaha Hadid's work. The Foundation will also create exhibitions of all types that position Zaha in context, independently and through collaboration with other institutions.

The Foundation will generate a wide range of activity, including conferences, colloquia, public lectures, film, online programmes, and publications. It will create a programme of fellowships and bursaries to advance new knowledge and innovative practice in relation to Zaha's creative legacy. This might include practice in architecture, design, planning, museology, historical and theoretical studies.

As a new institution, ZHF is effectively a 'start-up'. It is important therefore that the postholder is flexible with regard to the tasks at hand, and able to work within a team environment that is highly creative and sometimes pressured.

# General Administrator main responsibilities

- Establish and maintain office systems and procedures, using a variety of software packages as appropriate.
- Ensure the smooth running of the office, including co-ordinating IT issues, monitoring and ordering of office supplies, and filing.
- Assist with budget management and participate fully in the production of financial reports for the senior team.
- Provide administrative support to and oversight of health and safety procedures and records.
- Act as the contact point for general Foundation communications as appropriate, including managing the general Foundation email account, post and telephone enquiries.
- Provide administrative support to the Director and senior management team as required, including preparing correspondence, proposals, reports, reviews, contracts, and confidential documents.
- Organise internal and external meetings.
- Support the Director's Executive Assistant in the production of SMT and Board documentation relating to SMT and Board meetings.
- Manage internal communications.
- Liaise with all office related suppliers and contractors.
- Provide administrative support for the recruitment process of any new staff.
- Manage new staff inductions, as well as annual leave and absence recording for salaried staff.
- Assist with the organisation and delivery of Foundation events, including bookings.
- Assist with the execution of development programmes.
- Any other reasonable duties as requested by Director or senior management team.

## Person Specification

### Essential

- Excellent administrative, organisational and communication skills.
- IT proficiency, including Microsoft Office, Excel, Powerpoint, and appropriate accounting systems.
- Ability to manage day-to-day budgets.
- Ability to problem-solve
- Willingness to set-up and deliver systems and procedures in a new administrative environment
- Ability to work well within a team

### Desirable

- Experience of working in a foundation, museum, or university context.
- Experience with collections management systems, and other relevant specialist databases
- Experience with Human Resource management
- Experience of working with client-driven databases (CRMs).
- Experience of formal committee management

## Diversity and Inclusion

Diversity and Inclusion is at the heart of the Zaha Hadid Foundation. As we grow we will ensure that our principles and actions reflect this, and that we create a respectful, equitable and inclusive culture that supports all our employees regardless of age, disability and neurodiversity, ethnicity, gender identity and expression, religion and belief, sex and sexual orientation, and socioeconomic background.

ZHF works to ensure that our recruitment processes are inclusive and accessible. We are committed to making adjustments wherever possible for disabled applicants. We are happy to discuss flexible working options for all our roles.

## Application procedure

The deadline for applications is **17.00, 10th April 2022**.

All applications should be addressed to Human Resources, Zaha Hadid Foundation and sent either digitally or by post.

Digital applications emailed to: [mail@zhfoundation.com](mailto:mail@zhfoundation.com). Please put the title of the post(s) you are applying for in the subject-line of the email. Applications can only be accepted in PDF or Word format.

Hard copy applications to be received by the closing date should be mailed to: Human Resources, Zaha Hadid Foundation, 10 Bowling Green Lane, London, EC1R 0BQ. Only paper copies are acceptable, please do not include USB or other digital storage devices.

### The following are requirements for the application process:

- a current curriculum vitae
- a supporting statement of no more than 2 pages. This should outline why you believe you are suitable for the post, and why you find the Zaha Hadid Foundation particularly interesting. You should address the criteria outlined in the person specification in your statement.
- If you are interested in more than one of the posts currently on offer, indicate this in your statement.
- The names and contact details of 2 referees. Please indicate whether the referees can be contacted immediately, or whether you would prefer us to wait until an offer is being made.

## Salary

The salary will be in the range £29,000- £35,000.

Please visit [www.zhfoundation.com](http://www.zhfoundation.com) for further information

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