



Office Manager
Recruitment Pack
ATLAS Arts April 2026



From Plockton to Portree: A boat build project, by Malcolm Mackenzie. Portree boat launch 2023. Photo by Murdo MacGillivray

Office Manager Recruitment Pack

ATLAS Arts is seeking an Office Manager to support office administration, financial management and communications within our busy team. Training and development support is offered for this role, so if you're interested but feel like you might not have all the experience, please consider applying.

We are looking for someone who is detail-orientated, friendly, and willing to get stuck into a range of tasks, such as book keeping, managing payments, maintaining equipment and utilities. The Office Manager gives occasional ad hoc support to the programme team on external communications and events, and provides reports to our board and funders on financial matters and helps ensure our day-to-day operations are sustainable, safe, fair and responsible.

There is scope within this role to develop senior management and strategic planning skills (if not already in place). There will be opportunities to develop experience in cultural leadership, advocacy and collaborative projects.

The role joins ATLAS at an exciting time, with the team delivering a busy programme of events, publication making, exhibitions, residencies and work with young people.

Flexible working is offered from day one, and working from home is also supported for 50% of the week (though candidates should be based in Skye/Lochalsh.) A relocation allowance for folk moving to the area is also available (up to £1500.)

If you are interested in this role and/or would like to discuss how your experience or knowledge fits, please contact Ainslie Roddick (ainslie@atlasarts.org.uk) to arrange an informal discussion by telephone.

If receiving this recruitment pack in another format (such as audio) would assist your application, please get in touch.

Application Deadline: Tuesday 28 April, 5pm
Interviews: Friday 8 May, ATLAS Office, Portree

1. Key information

Job Title: Office Manager

Salary: £30,900-£34,000 - depending on experience (full time equivalent)

Start Date: May/June 2026 (flexible).

Reporting to: Artistic Director/CEO

Contract type: 4 days a week / 0.8FTE / 28 hours a week. 3.5 days a week would

also be considered. Flexible and condensed working options from day one.

Location: Isle of Skye, Portree office. Some working from home supported by agreement (a weekly regular presence in the office will be required.)

Probationary period: Three months

Notice: Notice period of 3 months is required by either party

Pension: Auto enrolment onto Nest pension scheme at 3%

Annual Leave: 25 + 10 public holidays pro rata



Àirigh na Creige, Shieling walk, May 2025, with Eilidh Mackenzie and Dr Michael Given, as part of *ùir sgeul*, 2025.

2. What we are looking for

The ideal candidate will have excellent understanding of financial management and office administration. They will feel comfortable making decisions and be happy to get stuck in behind the scenes of our work. They will have a practical head for maintaining a safe and organised office environment. They will have experience of budget management and accounting software. They will have good written communication skills and some knowledge of social media and print advertising.

They should be detail orientated, community-focused, and share ATLAS' values. Some knowledge of local and Scotland-based cultural organisations and charities' needs would be beneficial.

The role will require the candidate to be based in the Skye, Raasay and Lochalsh area and to be in the ATLAS Office in Portree 50% or more of the time. Some working from home can be supported.

3. Responsibilities

Office:

- Manage the organisation's operational functions: including office and equipment maintenance, utilities, rent, insurance and recruitment
- Organise and update staff training
- Join board meetings to update on finance and operations
- Minute taking
- Ensure GDPR, Fair Work and environmental compliance
- Manage ATLAS Arts' editions income and distribution

Financial

- Maintain appropriate financial processes and records
- Monitor organisational income and expenditure
- Manage petty cash, banking, donations and invoicing
- Prepare quarterly management accounts (training offered)
- Utilise Quickbooks accounting software (training offered)
- Prepare financial reports for funders and board (supported by Director)
- Work with accountants towards the timely submission our annual accounts

Communications

- Join communications meetings and complete delegated tasks (such as social media updates, flyering, e-newsletter and preparation of adverts)
- Maintain ATLAS Arts website back end, and telecommunications
- Update press and distribution lists in collaboration with the team
- Plan and gather audience and participant monitoring surveys

Fundraising and reporting:

- Contribute to monitoring reports, and funding proposals (supported by team)
- Liaise with funders and supporters

Other

- Act as ATLAS Arts' Fair work representative (training offered)
- Occasional event set up support (for bigger events/projects)

- Any other reasonable responsibilities delegated by the Artistic Director

4. A week in the life of the Office Manager

Below is a suggestion of what a week in the life of the role might look like, though it will of course be different week to week:

Day 1: Book first aid training in for team members; Contribute to a funding report, Help put event posters up; Pack up some ATLAS Arts editions, organise a delivery,

Day 2: Join a team communications meeting, put an ad in the paper, organise a recruitment panel; sit with the Producer to check a project's expenditure against budgets, update a risk assessment

Day 3: Join a health and safety meeting; fix a piece of equipment, check online banking matches ATLAS's management accounts, prepare board minutes

Day 4: Join a Creative Carbon Scotland webinar, help load the cinema kit into a team member's car, finish some GDPR tasks, come to an ATLAS book launch to sell some books



Dàn Fianais at the Skye Gathering Hall, 2022, and ATLAS' community cinema kit

5. About ATLAS Arts

ATLAS Arts organises art projects across Skye, Raasay and Lochalsh. We work as part of a community to support a programme of long-term artist commissions, education projects, events, residencies, screenings, workshops and gatherings.

ATLAS' projects are rooted in this area and the wider Highlands and Islands, creating opportunities to make, share and take part in arts and culture, and responding to histories and speculative futures, climates and ecologies. ATLAS' team works intentionally with no fixed venue - in different locations depending on the nature of each project – connecting people, generating collective resources, and building communities through creative work.

See our [website](#) for the latest news and projects, and see our current strategic plan, and current policies, [here](#).



Sheep worrying sign for Chrissie, part of previous project *Samhla*, Lauren Gault, from July 2024, Romesdal Common Grazing. Photo by Murdo MacGillivray.

6. Some of our ongoing projects

[*The School of Plural Futures*](#) An alternative school led by local young people and artist Emmie McLuskey, with contributors from the rest of our programme, and from across Skye and Lochalsh.

[ATLAS/Tobar an Dualchais Artist residency](#): An annual residency inviting artists to research the Tobar an Dualchais collections.

A new commission with [Daniel Godínez Nivón](#): whose work explores indigenous practices of dreaming, and the relationship between dreaming, midwifery, healing plants and community imagination. Public sharings in February and June 2026.

[New commission with Caitlin Ferguson](#), exploring stories of *An Cabairneach*, a Gaelic magazine produced by the Portree High School branch of Comunn na h-Oigridh in the 1940s, 50s and 60s.

[The Making Publics Press](#) - our mobile publication studio.

7. Our Values

Art for-and-with all: We believe art is made by and for everyone, and that it is a carrier for learning and social change. Growing the ways art is experienced, valued, and contributed to, we focus on building relationships across our projects. We support people to make and encounter art in the everyday, with free and open access to tools, knowledge and culture. We support artists, in their many forms, to make work on their terms – to do what they do best.

A local global welcome: Everyone is welcome here. Our projects build attentiveness to place, belonging and local culture - wherever you are in the world. Exploring Gàidhealtachd histories and futures, and life in the Highlands and Islands, we expand relationships with - and responsibilities to - other places. We share learning across borders.

Depth and empathy: We centre deep roots and ripple effects. We are sensitive to culture and context, and take time to listen and learn. We work to ensure equal footing and try not to fix things. "Growing life from ancient stock", we think carefully about how and whose stories we are sharing, who they are for and where they land. We reflect on our intentions to ensure our projects have meaning and longevity.

Slowness: We prioritise the well-being of those we work with. We are social and believe in slow, satisfying, and critical learning. We ensure there is time for creativity, reflection, criticality and pleasure in a fast-paced world. We believe having time to experience art is vital for a healthy, questioning, joyful life.

Solidarity: We are about people. We believe that social justice is realised through community building and fairer economies. We promote long-term and fair pay for artists and the sharing of resources. Our work is woven by threads of different lived

experiences, practices, geographies, longitudes and latitudes. We value many ways of being, thinking and making, and work with and for the people our projects address.

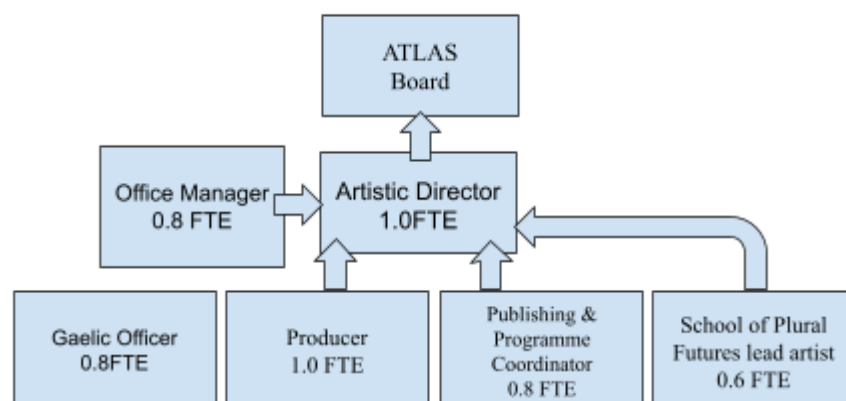


Boards prepared by Mairi McFadyen and Raghnaid Sandilands for The School of Plural Futures, ATLAS Arts' ongoing alternative education project, June 2021

8. About the ATLAS team

ATLAS Arts is a team of six, who work to organise the programme and operations collectively. On a normal week you will find ATLAS' staff walking or driving around Skye, Raasay or Lochalsh – putting up posters, visiting people, delivering equipment – or in wellies and waterproofs setting up for an event.

As a team we work in the office and sometimes from home, but we aim to have at least 2 or 3 days in person crossover each week. Our whole team supports community building, connecting people and ideas through our projects and collective resources.



9. Person Specification

Criteria	Essential	Desirable
Personal Traits	<ul style="list-style-type: none"> ● Enjoys working with people, fair, friendly and open ● A good listener and collaborative team member ● Organised ● Community and people focused ● Works with pace and energy ● Creative thinker and problem solver ● Ability to work on own initiative ● Commitment to the development of the Gaelic language and culture ● Willingness to get stuck in to a range of practical and administrative tasks 	<ul style="list-style-type: none"> ● Fluent in Gaelic (written and spoken)
Experience and Knowledge	<ul style="list-style-type: none"> ● Educated to degree level or equivalent experience (such as work in a similar role) ● Experience of budgeting and financial admin in an organisation ● Experience or strong understanding of office or project management ● A proven track record in administrative work ● Interest in local life, culture, and communities in Skye 	<ul style="list-style-type: none"> ● Strong local knowledge ● Experience of Creative Scotland applications ● Experience compiling funding reports and evaluation work ● Sector networks ● Line management experience ● HR experience ● Carbon budgeting ● Archiving
Skills and/or Abilities	<ul style="list-style-type: none"> ● Strong financial management skills ● Ability to use online accounting platform (Quickbooks) ● Computer literacy (Mac) and social media 	<ul style="list-style-type: none"> ● Ability to write funding reports and funding applications ● Graphic design/layout ● Experience of contributing towards

	<ul style="list-style-type: none"> • Strong communication skills (oral and written) with ability to communicate clearly with a wide and diverse range of people, delegate tasks and write external communications • Able to define and meet goals 	organisational strategic/business plans
Specific Job Requirements	<ul style="list-style-type: none"> • Clean driving licence, and use of a car (or actively learning) • Ability to join PVG scheme • Ability to be based in Skye/Lochalsh from start date 	

10. How to apply

Applications should be sent to recruitment@atlasarts.org.uk

In making an application, you are asked to submit:

- A (maximum two-page) covering letter that summarises your interest in this post, and provides evidence of your ability to match the criteria outlined in this brief – please refer to the criteria outlined in the person specification (p9-10)
- A curriculum vitae including, your current address, date of birth and relevant experience
- Confirmation of your start date availability
- Eligibility to work in the UK (applicants must have existing right to work for at least 2 years)
- Any relevant notice period
- Ability to attend an interview on 8 May 2026 in Portree, and/or would prefer to join via Zoom (interview travel and accommodation expenses covered)
- The names of two referees, and confirmation of when they can be contacted
- A completed [Equalities and Diversity monitoring form](#).

CLOSING DATE FOR APPLICATIONS: Tuesday 28 April, 5pm

To discuss the role and for further information, don't hesitate to contact Ainslie

Roddick at ainslie@atlasarts.org.uk. Please send final applications to recruitment@atlasarts.org.uk

We are open to reviewing applications in different formats, including audio and visual recordings. If in doubt, or if you have a different preference, reach out to Ainslie, we will support different access needs and requirements.

We will cover Interviewees' travel expenses, and send interview questions in advance, and support any access-related costs and adjustments. If you have any questions about this please reach out.

PLEASE NOTE:

We expect to let you know if you have been selected for interviews by **the afternoon of 1 May 2026**. Interviews are scheduled to take place on **8 May 2026**, and will take place in the [ATLAS Office in Portree](#) with Ainslie Roddick (ATLAS Director) and a board member (tbc).



Maoilios Caimbeul addressing the School of Plural futures, Flodigarry, photo by Emmie McLuskey, 2021