

Programme Assistant

Job Opportunity



'a space' arts
Programme Assistant
Role description



Essential information

- Advertised from: Friday 13th December 2021
- Closing date: Monday 10th January 2022 (midnight)
- Interview dates: Thursday 20th or Friday 21st January 2022
- Terms:
 - Hours: 20 hours per week over 7 days
 - Salary: £9.90 per hour (Real Living Wage) - freelance with invoices paid monthly
 - Contract period: Fixed term 12-month contract from agreed start date

About 'a space' arts - www.aspacearts.org.uk

Since our inception in 2000 we have come a long way. Established as an organisation 'by artists for artists' we retain an enterprising approach to developing a portfolio of projects that achieve our aims of supporting visual artists and inspiring audiences. Since our first gallery, a converted Victorian shop unit on Old Northam Road, we have since grown incrementally and strategically across multiple projects, culturally reanimating several buildings in the city, becoming a registered charity and an Arts Council England (ACE) National Portfolio Organisation (NPO).

Context to the role - www.aspacearts.org.uk/artist-development

Artist development is the golden thread that has run through our work from inception to the present day and in 2019 we launched a multi-strand Artist Development Plan with the support of ACE NPO funding. This work has grown over the last three years and we have recently completed an evaluation of our artist development work to assist us assess achievements, areas where we can improve and to consider how future artist development activities can be shaped. We are now looking for an individual to continue key areas of the existing Artist Development Plan and support the organisation through a period of planning for the next stages of this work.

The role will form part of a central creative team and work alongside colleagues with responsibilities for programming and studio artists in a small and supportive team.

Overview

- Job title: Creative Programme Assistant
- Hours: 20 hours per week over 7 days
- Salary: £9.90 per hour (Real Living Wage) - freelance with invoices paid monthly
- Contract period: Fixed term 12-month contract from agreed start date
- Location: Centrally based in Southampton at Tower House
- Reporting: To Programme Manager and working as part of the Creative Programming Team

Role summary

This new multi-functional role would assist across the organisation's creative programme to plan, organise and deliver events, exhibitions and activities, both online and in person. The role will work across the organisation's project portfolio to support the programme at God's House Tower (GHT), the Arches studios, RIPE, Public Art projects and across our bespoke Artist Resources.

Duties would include supporting colleagues with developing project briefs, assisting to source, contact and work with artists, maintaining project calendars, sourcing materials and quotes, proof reading exhibition text, gathering information to measure impact, installing exhibitions and creating online content including video and audio recordings.

This new role represents a great opportunity for an early* career arts professional to work within a small but ambitious arts organisation, to learn about how an organisation operates and play an important role in delivering our work. We are keen to work with someone who aims to develop their skills in the arts and who shares our passion for championing the work of Southampton's visual artists.

The role will offer variety and a range of experiences across a 12-month period supporting activities at GHT across 2022, at RIPE from April to October, at the Arches open studios in September (TBC), Artist Resources across the year and Public Art projects as required. The work pattern will depend on the final the organisation's final programme and may alter from the above.

**By early we are not necessarily referring to age and include people looking to move into the arts from complementary sectors or people returning to work after a career break etc.*

Main roles and responsibilities

- Working closely with colleagues to deliver projects across the organisation's programme of exhibitions, events and activities.
- Assisting with research across a range of areas to inform programming, project plans and artist briefs along with other subjects as required.
- Preparing venues for exhibitions to be installed and de-installed and working with technicians to support the delivery of exhibitions.
- Sourcing quotes from external companies for exhibition materials, equipment and other programming related expenses.
- Liaising with participants and attendees for certain projects, sharing accurate information and managing ticketing systems where appropriate.
- Liaising with artists and facilitators taking part in exhibitions and leading workshops and events to assist with logistical operations, planning and delivery

- Assisting to evaluate activities and gathering evaluation feedback forms and data both in person and online from artists and audiences, recording information online and reporting findings to colleagues when appropriate.
- Assisting with internal and external reporting, including sorting, filing and organising images and documentation of projects to assist with creating project specific impact reports such as the annual RIPE impact report.
- Assisting with creating and editing digital content to accompany exhibitions, events and activities, for example, documentation of exhibitions and interviews with artists.
- Assisting in person with front of house operations at GHT and events across 'a space' venues, along with supporting the delivery of online events.
- Proof reading and editing text for exhibitions, open calls, artist project briefs and other external documents.

Administrative responsibilities

- Supporting the Finance Manager with range of administrative duties including collating receipts and invoices.
- Assisting to support activity planning session by taking meeting notes and maintaining a creative project calendar.

Organisational responsibilities

- To assist the organisations deliver its anti-racism action plan with a specific focus of working with global majority visual artists and communities across Southampton.
- To support colleagues in creating new artist development activities that meet organisational principles of removing barriers for visual artists from all backgrounds to equally participate and benefit.
- To professionally represent the organisation at external events and provide advocacy as required.
- To work within the organisations policies and to help engender a supportive and progressive culture within the organisation.
- To support all colleagues and to take on any reasonable requests from your line manager and the director.

Experience, skills and abilities - Essential (E) / Desirable (D)

Experience:

- Experience* of working within the arts, ideally in the visual arts, or the ability to demonstrate transferable skills from an alternative cultural sector (D)

**We recognise the challenges associated with establishing experience at an early career stage and are open to applications from people looking to work in the arts and transfer from another sector, from people looking to get back to work or people who have recently completed an educational qualification,*

- Experience of working with artists to deliver exhibitions, events, activities, performances etc (D)
- Experience of working as part of a small and busy team (D)

Skills:

- High standards of written and spoken English (E)
- Familiarity with photo and video editing software and experience using a range of software packages (D)
- IT skills across a range of programmes including word and excel (or Apple Mac equivalents) (E)
- Communication skills and the ability to contribute to group conversations (E)
- Familiarity with Apple Mac operating systems (D)

Abilities:

- Ability to source, collate and effectively conduct research to gather information to support the requirements of colleagues and project briefs (E)
- Ability to self-manage time effectively and prioritise workloads whilst delivering directed work plans (E)
- Ability to meet deadlines and work methodically to achieve personal and organisational goals (E)
- Ability to engage, work and effectively communicate with colleagues in a consistent, clear and coherent manner (E)
- Ability to work proactively as a member of a small and busy team (E)
- The ability to be self-motivated, methodical and flexible in equal measure (E)
- The ability to celebrate success and cope with frustrations in equal measure (E)
- Ability to secure best value for money with limited funds (D)

Duration

A fixed term 12-month contract from the agreed start date will be offered. The offer of any renewal beyond this is dependent upon performance and available funding.

Well-being

The well-being of our staff is of the utmost importance to us and we offer personal well-being days to all members of the team in addition to statutory leave. For employees contracted to work more than 24 hours per week we offer 1 personal well-being day every six-weeks, for employees contracted to work 24 hours per week (0.6) or less we offer 1 day every quarter (3-months). Days must be booked at least 2 weeks in advance and agreed by your line manager.

Creative Case for Diversity and Anti-racism work

All team members have a responsibility to play their role in delivering the organisation's Creative Case for Diversity and anti-racism work both internally by engaging with training and development initiatives and externally by appropriately representing the organisation at all times.

Working structure

The role is set at 20 hours per week over 7 days with the structure of hours mutually agreed with your line manager and based on the needs of the organisation. Time off in lieu will be honoured for any evening and weekend hours that may be required.

Line management and training

The role will be line managed by the Programme Manager with one-to-one meetings every 6-8 weeks and we will offer you all a personal development plan. Through this we will aim to develop your skills and experiences by offering training opportunities appropriate to your role and level of experience.

Engagement

All members of the team will play an important role in maintaining good working cultures and practices at the organisation with all staff making an ongoing positive contribution to sustain good new working practices.

Timetable

Advertise role from: Monday 13th December 2021

Closing date: Monday 10th January 2022

Shortlisting and invitations to interview: Friday 14th January 2022

Interviews: Thursday 20th/Friday 21st January 2022

References by: Friday 28th January 2022

Start date (dependent on notice period): Monday 7th February

Contact

For any enquiries or to submit an application please send a CV and covering letter outlining why you are suitable for the role to dan@spacearts.org.uk

