

<p>Programming & Participation Assistant Job description</p>
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Purpose of Post

This is a creative & administrative role supporting the work of the Programming & Participation department. In addition the role supports the Chief Executive on Board matters.

Report to: Artistic Director and Programming & Participation Manager

Principal Responsibilities

Artistic Programming

- To be a first point of contact for programming and participation enquiries.
- Responsibility for programming administration including contracts using the Artifax venue management.
- To work with the department on developing creative projects with artists and the artist development programmes managing and/or assisting as relevant.
- Undertake research in support of the artistic vision.
- Provide high level of welcoming support and care to artists and companies as a first point of contact, including management of riders, technical needs and gathering feedback.
- Responsible for programming Sunday Buzz, free foyer music programme.
- Oversee Visual Art installations and private views.
- Represent the department at the weekly Operations meeting and liaise with internal departments to disseminate key information.
- Liaise with the Finance Department on reporting, invoicing and quarterly PRS returns.
- To be fully conversant with artsdepot's facilities and terms of trading
- See performances, attend networking events and meetings, offering feedback into the artistic decision making process.

Participation

- Support the Programming & Participation Manager in developing and monitoring activities, courses, events and projects.
- Manage, deliver and monitor certain participation projects as agreed with the department, eg, Bookswap
- Lead creative workshops to a range of age groups (in either dance, drama or visual arts).
- Record statistics and evaluation material for all projects.
- To work with the Programming & Participation Manager to recruit and manage personnel and participants working on projects and events.
- Work with the Programming & Participation Manager to recruit and manage Youth Panel members.

- Monitor DBS checks on freelance artists and practitioners.
- Monitor Arts Awards.
- Manage half term participation activities.

Chief Executive

- To support the Chief Executive in managing the governance of artsdepot and relationship with the Board of Trustees including producing Minutes and other tasks associated with The Arts Depot Trust
- To support the Chief Executive with administrative requirements.
- To support the Chair of the Board.

Equal Opportunities

- Ensure the intentions and requirements of the artsdepot's Equal Opportunities, Equality Action Plan and Safeguarding Policy are applied.

In addition, undertake any other duty or responsibility that may reasonably be allocated by the Chief Executive, Artistic Director or the Board. It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the Trust.

Personal Specification

Essential

- Energy and enthusiasm for working in an arts venue, and a willingness to develop
- Previous experience in an arts or complimentary environment
- Experience of project leadership, evaluation & monitoring
- Experience of event management
- Fully computer literate and numerate
- A professional appearance and the social skills necessary to deal with a range of clients
- Confident telephone manner
- Good standard of literacy and comprehension
- Ability to prioritise and work under pressure with good time management and organisational expertise
- Energetic, creative team player with a high level of enthusiasm
- Willingness to work flexibly which will require some evening and weekend work
- Excellent time management and attention to detail
- Passionate about live performance and the arts in general

Desirable

- Understanding of good customer service
- Understanding of MS Office packages and Artifax Venue Management programme
- Understanding of participation, creative learning and engaging with diverse communities.

Conditions of service

- Salary is £18,000 p.a.
- Regular working hours are 9am to 5.30pm. However, the standard opening hours of artsdepot are from 9am until 11pm seven days a week, with later opening on occasions, although this may be subject to change
- This post will include out of office hours duties, such as evening meetings and events. These are considered to be part of your core commitment to artsdepot.
- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.
- You are entitled to 20 days holiday per annum on Year 1 and 25 days holiday per annum Year 2 onwards.
- You will be expected to actively participate in the implementation of artsdepot Trust's policies with regard to equal opportunities, access, cultural diversity and health and safety.
- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time. This will not change the general character of the job or the level of responsibility outlined.

Detailed terms and conditions are outlined in the staff handbook