



Programme Assistant Kickstart work placement at the Art Station

25 hours per week National Living Wage

Closing date for applications April 18th 2021

You'll bring your existing creative skills and experience to your role and work as part of a team to assist in developing Art Station's facilities and activities, supporting the development and delivery of our arts, tech and learning programme including exhibitions, discussions, events and training. You will also be expected to develop your own practice for 1 day a week as part of the work placement.

ABOUT US

The Art Station is a non-profit arts organisation, located in an old telephone exchange. We are based right on the high street in Saxmundham, a small historic market town in Suffolk. We're building a supportive venue and network for the creative industries; artists, makers, tech, with a commitment to the increase of economic and cultural activity making a positive impact. The Art Station arts, tech and learning programme will offer creative experiences for all ages and volunteering and work experience opportunities for young people.

ABOUT YOU

You will be an energetic, enthusiastic person, with creative skills and experience, having already undertaken some creative training. You need to be IT literate and not afraid to pick up new software quickly. You will already have basic admin and organisational skills and be interested in training to develop new skills. You enjoy communicating with others and will be keen to interact with our visitors and participants from the local community and our wider audience both face to face and online. You will be proactive and enterprising and understand the entrepreneurial aspect of an arts organisation and making interesting things happen.

You like working in a team, can use initiative, come up with ideas, listen to your team-mates, and are genuinely interested in working in the creative industries.

All our staff and volunteers undergo DBS checks and certification before they start work.

Essential Skills and experience

Creative (Arts and Design) Graduate or having had recognised creative training.

Basic IT skills, knowledge of Word. Effective user of social media.

Energetic, punctual, reliable, organised and proactive.

A practical person who can get on with things and has a can-do problem solving attitude to their work.

You enjoy working in a team, know how to listen and encourage others and have the ability to offer your own input and ideas.

You will be living locally to Saxmundham, Suffolk or within easy travelling distance.

Number of hours per week 25 hours

Hours worked as 3 days

Hourly rate of pay National Minimum Wage

Details of employability support and training opportunities

Workplace induction, performance review and exit support.

Individual skills audit and progress reviews, through the SkillsBuilder framework.

Access to the Kickstart East Anglia Induction and Progression training packages, including a range of sessions on transferable employability skills including: telephone and front of house communication, Excel, data protection, timekeeping, and goal setting.

Enrolment in the bespoke Kickstart East Anglia peer-to-peer and industry networking platform.

Role specific training, including:

Working in a team – Presentation skills - presenting to a group – giving and taking productive feedback.

Day to day logistics re setting up and running a creative industries hub/venue.

Introduction to Event Planning, - developing and delivering an event.

Introduction to an Arts and Learning programme – planning, delivering, presenting.

Understanding the social and wellbeing impact of arts/creative industries.

Introduction to curating and delivering an exhibition/event.

Basic fundraising, introduction to developing a project and creating a budget.

Introduction to becoming self employed and/or setting up a small business.

Sessions will include some visits to/from people working in the creative industries.

Current eligibility criteria for Kickstart applicants:

- Aged 16-24
- Claiming Universal Credit
- In receipt of no other earned income

How to apply: Talk to your Work Coach at Job Centre Plus about being referred to apply for this placement.