

Kickstart placement: Programme Assistant

**KICKSTART
SCHEME**

**YEOVIL
ART SPACE**

Employer: Yeovil Art Space

Unit 23 Vicarage Walk, Quedam Shopping Centre,
Yeovil BA20 1EU
Yeovilartspace.uk

Job summary

As Programme Assistant you will provide administration support to deliver our public programme, including exhibitions, workshops and events. Key Responsibilities: Helping with marketing activities, including social media and website. Maintain our gallery and shop space. Offer assistance and information to visitors. Coordinate our Young People programme. Working with exhibition and gallery engagement programme. Work closely with professional artists and curator in regional and national levels. You must be aged 16-24 and receive Universal Credit.

Total hours per week : 25

Working hours : Wednesday to Friday 10am-5pm Additional 4 hours in occasional weekend work or home working

Hourly rate : National Minimum Wage

Skills needed : 5 GCSE and above including an art related subject. Interested in working with other people. Able to apply creativity in the workplace. Good social skills. Eager to learn and develop a career in the creative art sector.

Additional employability support offered by the employer

The training and support we offer includes: Work-based training opportunity. Portfolio and CV. Written and verbal presentation skills. IT training, including managing website, database and social media. Marketing. Project writing and development. Fundraising. Customer services. Collaboration and team working. A project budget to develop a creative initiative and part of the Community Art School programme.

How to apply

Email CV and one page covering letter to outline: What you hope to learn and achieve from the post. What skills and experience that you can bring to the role. Why you are interested to the post to: yeovilartspace@gmail.com

Closing date

Please contact Yeovil Art Space