

Post	Programme Assistant
Reporting To	Programme Managers – Learning and Exhibitions
Dated	May 2017
Salary Range	19,500 per annum
Status	Full-time; fixed term contract to June 2018
PURPOSE OF ROLE	
<p>The Programme Assistant position is offered as a year-long contract to a person starting a career in arts administration, providing valuable experience working in a high-profile visual arts organisation.</p> <p>This is a demanding and rewarding role in a busy organisation. The role assists the entire Programme team to achieve audience and income targets. Providing support in planning, organising, publicising and delivering Firstsite’s artistic, learning and education, auditorium and events programmes.</p>	
ENVIRONMENT	
<p>Firstsite is a company limited by guarantee with charitable status. The Board of Trustees are also Directors who meet regularly to manage the Charity’s affairs. Firstsite has a close relationship with the Arts Council of England (East), Colchester Borough Council and Essex County Council who provide funding to enable Firstsite to carry out its charitable objectives. It also works closely with and receives sponsorship from the University of Essex and Tate Plus.</p> <p>Founded in 1994, Firstsite’s original home was Colchester’s 18th century Minorities building where its innovative programme of exhibitions and professional development for artists began to grow and flourish. In 2011, it moved into its current iconic building where the spectacular space enables it to offer a varied and challenging programme of exhibitions, commissions, residencies and screenings, in a broad range of media and art forms, by nationally and internationally acclaimed artists.</p> <p>Its ambition is to create an entity that grows and matures over years making a positive contribution to creative industries and community art that engages with local people, business and the international contemporary art community.</p>	
CHALLENGES FOR FIRSITE OVER NEXT 3 YEARS	
<p>The key challenges for Firstsite over the next three years are :</p> <ul style="list-style-type: none"> • Enabling Firstsite to become the gallery of choice that maximises the use of space to promote regular programmes of world class contemporary art and culture, and is optimised to increase its functionality as a social space in which local and regional communities feel welcome. • Generating footfall to 200,000 visitors annually through enthusiastic conversations around ambitious programmes of contemporary art with local people • Creating a viable entity that creates sustainability in the arts sector and maximises the use of all funds for public benefit • Increasing our membership scheme (whether as a business, a collector or a school) which provides an enviable range of benefits whilst supporting Firstsite to develop its unique programme further, 	

engaging with more people, from all ages and backgrounds within the arts

- Becoming renowned, locally, nationally and internationally, for its ability to look outwards developing a distinctive brand that brings vibrant exhibitions of art together with its community
- Using contemporary art to support the improvement of educational outcomes creating connections between young people, creative industries, wider skills development and entry into work.

CHALLENGES FOR THE ROLE OVER THE NEXT 12 MONTHS

- To work closely with the Programme team to assist the delivery of the organisation's strategy to increase financial sustainability and audience growth
- To work with energy and commitment to play an integral part in making a programme of artistic, learning and education activity organised and realised to the required high standards that increases visitor numbers and positively raises the Firstsite's profile
- To liaise with other departments within Firstsite to contribute to a cohesive and unified culture

KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED

The following knowledge, experience, and skills are required in the role of Programme Assistant:
Essential (E) Desirable (D)

Knowledge

- A genuine and demonstrable interest in art and the creative sector (E)
- Awareness of local arts and creative industries, with a network of relevant contacts (D)

Experience

- Proven experience of successfully meeting targets and deadlines (E)
- Prioritising work and working under pressure (E)
- Experience in planning and organising an event or activity (D)

Skills

- Excellent administrative and organisational skills (E)
- Good written and spoken communication skills (E)
- Attention to detail (E)
- Working under pressure (E)
- Excellent time management skills, including prioritising the needs of a diverse programme (E)
- A positive and flexible attitude (E)
- Ability to work in, with and between teams of people, at different levels, from different backgrounds and with different needs and styles of working (E)
- Proactive in approach to work. Solution focused and creative in identifying and solving problems (E)
- Ability to maintain confidentiality and exercise judgment when communicating with different stakeholders (E)
- Short and long term planning of activity to meet deadlines and objectives (E)
- Confident user of IT (E)
- Photography and moving image/film editing (D)
- Confident when public speaking with experience of leading public events (D)

General

- A genuine interest in inclusion and equality (E)
- Ability to be flexible in hours worked, according to the needs of the programme (E)
- Ability to lead your own professional development, seeking out and developing new skills that would enhance our programme (D)

TASKS AND OUTPUTS

The following represents, but not limited to, the main tasks the Job Holder will undertake regularly:

- Assist the Head of Programme and Programme Managers in the organisation of programmes. Including research, planning, correspondence and administration. For example: making transport lists, loan and insurance administration and correspondence, raising and processing of purchase orders, recording and monitoring expenditure, booking travel and accommodation, organising exhibition and learning files, issuing contracts.
- Assisting exhibition staff during installation and changeover of exhibitions. Including: condition reporting of artworks, object handling, formatting and producing interpretation labels, large print guides and signage.
- During exhibitions, check artworks and objects on display for damage, deterioration or malfunction, and to report any changes in condition immediately as instructed.
- Organising photography of exhibition installations, artworks and events.
- Assisting with events, including liaison with facilitators, speakers and organisers, assessing and organising technical requirements and staffing requirements. Creating and updating Event Function Sheets.
- Ensure Programme diary is kept up-to-date and aligned with details of all other events happening across the building including commercial hires.
- Organise planned programme of film and live screenings. Ensure details are correct and kept up-to-date and communicated across Firstsite teams (Programme, Front of House, Events)
- Respond to general enquiries from the public as directed.

General

- To follow correct procedures and attend training and meetings when required.
- To be aware of relevant legislation (eg DDA, Health & Safety, etc).
- To maintain a thorough and practical knowledge of Firstsite's emergency, security, health and safety procedures.
- To travel and work outside of core hours, as required.
- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite.
- To maintain a good knowledge of Firstsite and its environs, including the wider tourism and cultural offer.
- To undertake any other duties as required commensurate with the post.