

HASTINGS CONTEMPORARY

JOB DESCRIPTION

Job title: Programme Assistant
Responsible to: Director of Programmes (acting)
Responsible for: Freelance artist educators, volunteers

CONTEXT

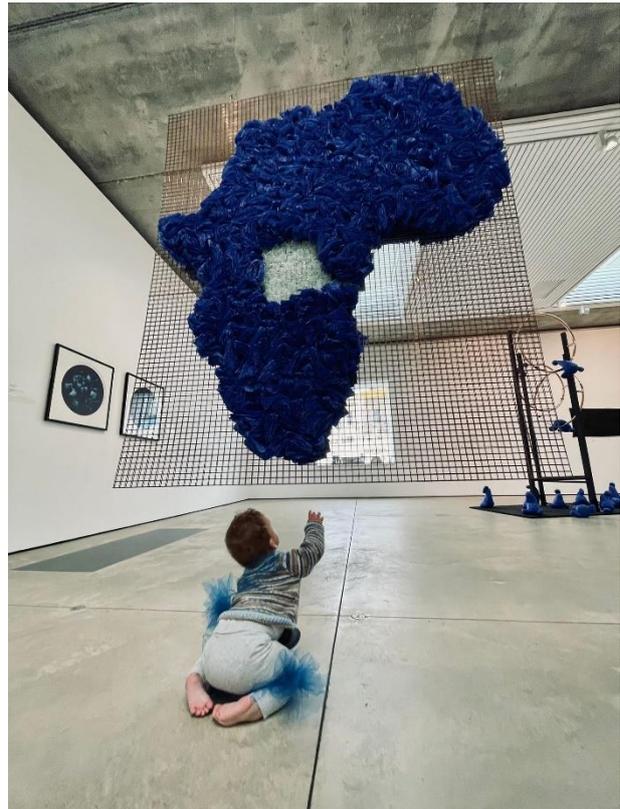
Hastings Contemporary brings world-class modern and contemporary art to a spectacular coastal setting. The gallery welcomes everybody, and through our exhibitions and activities we aim to enrich lives by offering new experiences, supporting creativity and helping our town to thrive.

Housed in an iconic building on the seashore, nestled between Victorian net huts, funiculars and Europe's largest beach-launched fishing fleet – situated in the most deprived town in the southeast – Hastings Contemporary strives to provide valuable opportunities for the local community, such as supporting mental wellbeing and education.



ROLE OUTLINE

Hastings Contemporary is looking for a highly organised, ambitious and proactive person to support our partnership work and engagement programmes. Partnership working is at the core of what we do, and our public programme encompasses community engagement, adult education, special events, learning and outreach. Its purpose is to deepen our relationships with our existing audiences and expand our reach. We also run partnership clubs with local community groups, which seek to identify and break down barriers to accessing the gallery. We want local people to feel that Hastings Contemporary is a space that belongs to them, where they can create, as well as visit.



You will have some prior experience of administration in a cultural setting. You will be organised, have a positive and flexible attitude, and a solution-driven approach to problem solving. This is a great opportunity for someone starting their career in the arts, to gain valuable experience in engagement, programme and partnership development as part of our talented team.

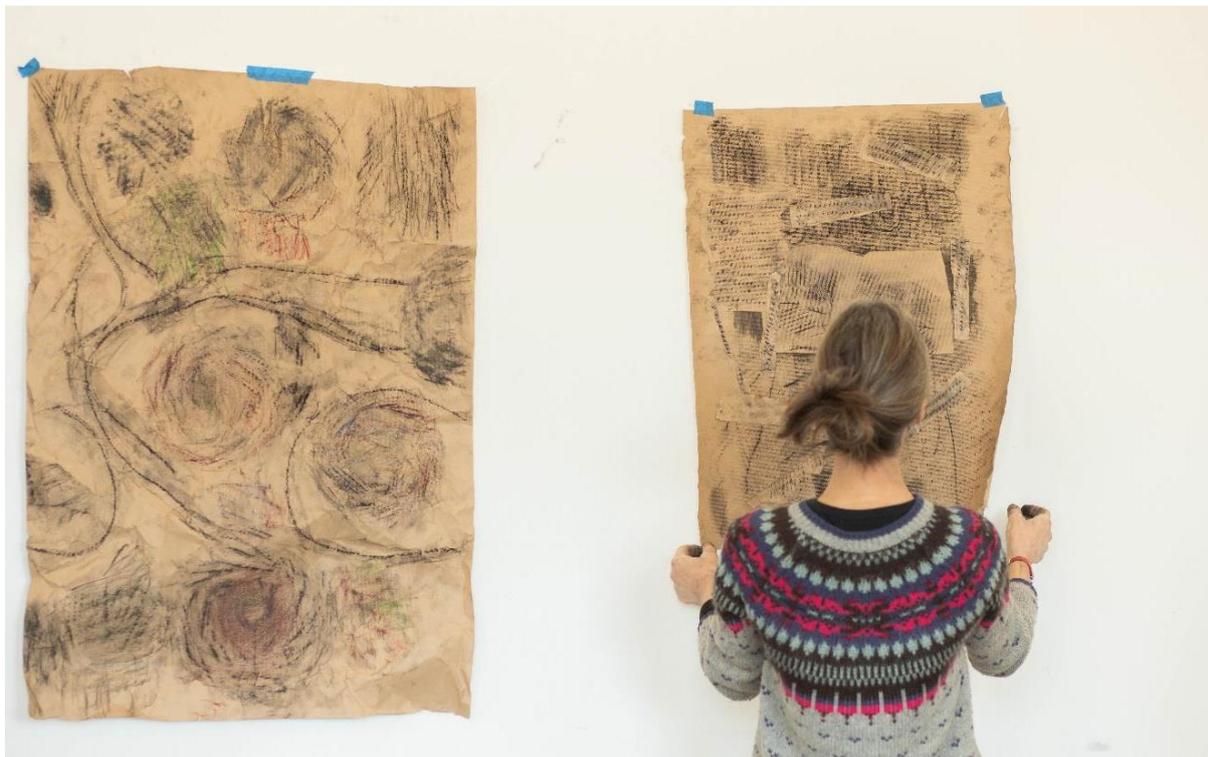
Being part of a small team will require taking part in team meetings, private views and other duties as necessary. Occasional evening and weekend work required. This is a hands-on role, based on site at the gallery.

ROLE RESPONSIBILITIES

- Maintain programme and project planning databases, including schedules and project trackers, archive paper and digital files
- Regularly check and maintain shared inboxes and answer telephone enquiries
- Work at gallery events, including lates, private views and corporate events as and when required, representing Hastings Contemporary as an ambassador
- Support the logistical delivery of our public engagement programme, including talks, tours, adult classes, lates, and other special events
- Support artist facilitators in setting up the learning studio ahead of classes, and making sure the studio is kept clean and tidy for other bookings
- Assist facilitators with any equipment they may need for workshops and classes
- Circulate artist facilitator call outs and accurately file all related contracts and invoices
- Liaise with the front of house team on studio bookings and event logistics, writing and circulating event directives and ensuring volunteers are scheduled where required
- Work closely with the Communications Officer to supply and produce press images and promote the gallery's public programme in the brochure, online and on social media
- Upload events to our website and online ticketing system, have oversight over bookings and communications with visitors
- Set-up and ensure the smooth-running of Family Days and Art Shoal activities
- Support the evaluation of the programme, preparing surveys and collecting data
- Ensure the studio and art cupboards are kept tidy and organised
- Book, manage and operate robot tours
- Participate in staff training opportunities
- Other responsibilities commensurate with the role

PERSON SPECIFICATION

Specification	Essential	Desirable
<p>Knowledge and experience</p> <ul style="list-style-type: none"> • Strong administrative experience • Experience in community engagement and/or cultural events • Experience in the museum or gallery sector • Have an active interest in modern and contemporary art • Educated to degree level 	<p>X</p> <p>X</p> <p></p> <p>X</p> <p></p>	<p></p> <p></p> <p>X</p> <p></p> <p>X</p>
<p>Skills</p> <ul style="list-style-type: none"> • Excellent organisation and administration skills, and the ability to work as part of a team • Excellent written and verbal communication skills • A flexible approach to work, as some evening and weekend work may be required • Excellent IT skills and confidence with digital technology (including Microsoft Office, basic CRMs and website platforms) • A solution-driven approach and an ability to work calmly under pressure • Passionate about the role of arts and culture in society 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>



CONDITIONS OF SERVICE

Location:	Hastings Contemporary, Rock-a-Nore Road, Hastings TN34 3DW (this role is based on-site at the Hastings Contemporary offices)
Salary:	£22,000 (pro-rata)
Hours:	Part time, 3 to 4 days per week (includes some weekend and evening work)
Contract:	One year, with possibility of extension
Probation:	3 months
Leave:	25 days per annum, plus bank holidays (pro-rata)
Pension:	50/50 stakeholder pension up to a max of 4%
Benefits:	All staff are entitled to discounts in the shop and café

Please note: the successful applicant will be subject to an enhanced DBS check.

HOW TO APPLY

Please send a CV, covering letter (no more than two sides of A4) and completed equal opportunities monitoring form to jobs@hastingscontemporary.org with 'Programme Assistant' in the subject line.

Application deadline: Sunday 26 November

Interviews: w/c 4 December

Start date: ASAP

We are particularly interested in applications from people from backgrounds which are underrepresented in the museums and galleries sector, including people from low-income backgrounds, people with disabilities and people from Black, Asian and ethnically diverse backgrounds.

If you need assistance to complete your application, for example due to a disability, or if you would like to discuss the role or have questions, please email jobs@hastingscontemporary.org

Thank you for your interest in this role. We wish you every success with your application.