

Work Experience Job Description

Creative Assistant

Job title

- Creative Assistant

Job ref

- CA1

Job purpose

- To support learning and exhibition team duties

Organisation Position

- This is an operational role which reports to the Learning Coordinator

Main duties

- Work with the Learning Team on school and community arts projects
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- Assist with exhibition team technical duties.
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- Work with both Mac and PC in post production of creative events
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- Assist in workshop activities
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- Observe specialist tours for individuals and groups
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- Work in accordance with health and safety guidelines.

Skills & Abilities

Applicants should have some or all of the following:

- Good communication skills both written and verbal
- Experience of working as part of a team.
- Excellent communication and collaborative skills
- Knowledge of arts
- Experience of using Microsoft project or similar electronic planning tools.
- This is a role for a team player who is also a finisher and pays attention to detail.

Personal Qualities

- Commitment to equal opportunities and practices
- Ability to work flexibly
- Self motivated, enthusiastic and determined
- Results orientated and committed to succeeding
- Well organised
- Excellent interpersonal skills, able to assert self confidently but sensitive to others needs