 **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Programming Assistant |
| **Accountable to** | Creative Programme Manager / Arts & Wellbeing Manager |
| **Personnel responsible for** | n/a |
| **Location** | WHALE Arts Centre, 30 Westburn Grove, Edinburgh, EH14 2SA |
| **Hours of Work** | 2 days per week / 14 hours per week (some weekend working may be required) |
| **Contract Length** | September 2020 – March 2021 |
| **Salary** | £17,000 FTE |

**THE OPPORTUNITY**

This is a new, time limited post designed to administratively support the creative programming team.

**BACKGROUND**

**Vision:** Wester Hailes is a creative, thriving, resilient, fair community.

**Mission:** We create the conditions for our communities to work alongside artists and cultural practitioners to become creative agents for change who will proactively co-design, participate in, support or lead quality creative activity at all stages of their lives.

**WHALE Arts is:**

* Community-led - we are embedded in our community, consult with local people, we are a membership organisation, we have local board members.
* A Cultural Anchor Organisation - we are the conduit between local people, artists and cultural opportunities and organisations.
* Place-based - we develop creative programmes and services that have a simultaneous focus on people living in Wester Hailes and the social, geographical, infrastructural, and economic factors of the area and the synergies between the two: people and place.
* Building-based - we have responsibility for a building from which we run a range of programmes, activities and services which are largely free or subsidised and are tailored towards people from Wester Hailes and the surrounding area. We also use the building as an asset from which we can generate income which contributes to our running costs and our unrestricted reserves.
* Strengths-based / Asset-based – we make the most of, and building on, the skills and experiences of local people and assets within the community.

WHALE (Wester Hailes Arts for Leisure and Education) launched in 1992 and was originally based in the Blue Hut on the Murrayburn Greenway. WHALE was launched officially on August 7th, 1992, and saw a balloon launch, a hot air balloon trip as well as live music and street performers.

Over the past 27 years WHALE Arts has grown and continued to adapt and innovate through challenging times, moving to a purpose-built home in November 2000, the same building the organisation works from today. 2017 saw celebrations for the 25th anniversary of WHALE Arts and 2022 will be our 30th year.

WHALE Arts launched a new strategic plan in 2019 which will take the organisation forward into 2024. This new strategy has a focus on Arts, Health & Wellbeing; Creative Placemaking; Enterprise, Learning and Skills as well as Development and Improvement of our key asset (our building).

WHALE Arts Strategic Plan 2019 – 2024 <https://issuu.com/whalearts/docs/strategic_plan_whale_2019_-_2024__web_version_>

**KEY RESPONSIBILITIES**

* Supporting the Creative Programming and Arts & Wellbeing Managers with administrative tasks to ensure the effective delivery of our programme of projects, workshops, visits and events for participants of all ages.
* Collecting and collating participation data and statistics to support reporting, monitoring and evaluation.

* Documenting activities (photographing events and activities, collating participant responses etc) and drafting marketing text in partnership with WHALE Arts Communications team.
* Efficiently using project management administration systems to ensure the smooth running of the Creative Programme.
* Event management - room bookings, liaising with Front of House/ Communications Team, freelance artists, external partners and arts organisations, hands on support during events.
* Exhibition support – assistance installing exhibitions, co-ordinating marketing, documentation, signage, visits.
* General administration including data entry, drafting letters, responding to enquiries, updating spreadsheets, researching information etc.

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

**PERSON SPECIFICATION**

**Essential Skills & Experience**

* Administrative experience.
* Highly efficient and resourceful.
* Strong organisational skills.
* Adept in technology - MS Office, Gsuite.
* Excellent verbal and written communication skills.
* Experience working in the community, voluntary or arts sector.
* Effective Time management.
* Good team working skills.
* Multi-tasking, adaptable, ‘can do’ approach.

**Desirable Skills & Experience**

* Ability to build rapport and engage with staff, freelancers, volunteers and participants.
* Photography/ report writing skills
* Experience using Canva or similar design software
* Experience using Salesforce
* Experience in a similar role

The successful candidate will require a PVG for this role, which will be undertaken by WHALE Arts.

**APPLICATION PROCESS**

Apply by email attaching:

* An up to date CV detailing relevant education and employment experience.
* A covering letter demonstrating how your skills meet the Person Specification (no more than 2 pages).
* Details of two referees, including at least one previous employer.

Applications open on Friday 31st July. **Applications close on Wednesday 19th August– applications should be submitted no later than 5pm.** Late applications will not be considered. Please send these to [recruitment@whalearts.co.uk](mailto:info@whalearts.co.uk) using **Project Assistant** in the subject line.

Any queries should be should be sent to Kate Griffin, Creative Programme Manager - kate@whalearts.co.uk

Interviews will be held on Thursday 27th August

**Equal Opportunities Monitoring:**

WHALE Arts Agency is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation. Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.