



KICKSTART

CREATIVE PROJECTS AND COMMUNICATIONS ASSISTANT

JOB DESCRIPTION

This new job is provided through the [KICKSTART SCHEME](#) and is subject to the following eligibility criteria:

- Applicants must be aged between 16 and 24
- Applicants must be currently in receipt of Universal Credit

THE ROLE:

This is a great opportunity for someone who would like to take their first step into a career in the arts, events or marketing. You will provide administrative, marketing and project support, helping us to produce and promote our creative events and commissions.

We would like to work with someone who prides themselves on being organised, reliable and creative and has good attention to detail. You will have the chance to develop transferrable skills in arts administration and marketing as part of a small friendly team, meeting lots of different people along the way.

Rule of Threes is a small contemporary arts agency, creating projects with great care that bring artists and communities together. We are based at Bluecoat, School Lane, Liverpool but work in many locations across the city region, mainly Sefton and the UK. Our projects include Human Libraries, Granby Winter Garden, the House of Annetta with Turner-Prize-winning artists Assemble, and a programme of creative commissions with women's organisation Venus.

Find out more about us here: www.ruleofthrees.co.uk

Reports to: Director

Employment: Contract – 6 months

Working hours: 25 hours per week over 4 weekdays, to be determined flexibly in agreement with the appointed candidate.

Office hours are between 9.30 AM and 6:00 PM Monday to Friday. There may be opportunities to extend paid working hours based on funding for new projects.

Holiday: 6 weeks per year, pro rata (3 weeks for this contract)

Referral Deadline: Thursday 30th September 2021

Wage: National Minimum Wage (depending on age)

Location: At our office is at Bluecoat, School Lane Liverpool, with some homeworking possible, and frequent work in community settings across Liverpool and Sefton.

About Rule of Threes

www.ruleofthrees.co.uk

MAIN DUTIES

PRODUCTION SUPPORT

- Helping to Coordinate workshops and project meetings across our programmes
- Arranging artists and staff transport, hospitality, and accommodation
- Researching quotes from artists and suppliers for projects
- Supporting event and workshop production
- Project based research and programme support

ADMINISTRATION

- Taking meeting notes and action points
- Collecting, collating, and inputting evaluation data
- Scheduling staff meetings
- Diary management

MARKETING SUPPORT

- Updating our website
- Devising, planning, creating content and digital and social media assets to promote our projects and activities
- Helping to plan and write or edit blog posts and newsletters

OTHER

- Attending arts and culture events on behalf of Rule of Threes
- Contributing to team meetings on our plans, reviewing our work, and sharing your ideas about what is relevant and exciting the cultural sector and society today

PERSON SPECIFICATION

If you love the arts, enjoy working with people – from your colleagues to community members, and are the most creative and organised person you know, we'd love to welcome you as part of our team! You are the sort of person who others rely upon to be organised, and communicative, and are happy to muck in wherever needed.

ATTITUDE

- Passionate about the arts, especially in a community setting and commitment
- Willing to learn new skills
- Able to work independently and as part of a team
- Positive and friendly with a “can -do” attitude
- Take pride in good time-keeping and personal organisation
- Committed to equal opportunities

EXPERIENCE & SKILLS

- Some creative project production or administration experience, either in paid or voluntary positions
- Experienced, polite and comfortable in liaising with a wider range of people - artists, suppliers, contractors and members of the public
- Great communication skills – listening, speaking and writing
- Confident in using Word and Excel
- Proficient in using social media for professional purposes

DESIRABLE

- Some experience of working within an office or with the public
- Experience of delivering or assisting with arts-based workshops
- Experience of working with members of the public
- Degree in arts, media or communications subject, or A-levels, equivalent BTEC or apprenticeship

APPLICATION PROCESS

We want to make our application process as accessible as possible, and our priority is to employ people who share our values.

Deadline for referrals is Thursday 30th September 2021 with a view to starting in late October.

Contact

If you have any questions, need this information in a different format or have any other access requirements, please contact us by emailing hello@ruleofthrees.co.uk.