

Breakthrough 2025 Job Description

ArtfulScribe – Assistant Producer - Southampton

Employer name	ArtfulScribe		
Employer Website	www.artfulscribe.co.uk		
Employer main contact	Bridget Floyer		
Employer email	bridget@artfulscribe.co.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	Negotiable, suggested hours 10:00 to 17:15 4 days a week Monday to Thursday with 1 hour for lunch (unpaid). Some flexibility to do evening and weekend work during events will be required.	Hourly Wage	£12.60

Job Title	
Company Overview	
<p>Who we are:</p> <p>ArtfulScribe is a Solent-based literature development agency, delivering a wide and varied programme of classes, workshops, events and engagement activities for children, young people and adults, alongside professional skills development for writers.</p> <p>At ArtfulScribe we believe in the power of literature to make meaningful change in people’s lives, creating a sense of community, building confidence and resilience, and improving well-being. We increase literacy and nurture enjoyment of reading, writing and storytelling in young people. We empower marginalised voices in our local communities through projects that foster greater understanding of specific groups and celebrate differences. We aim to support the articulation of, and share stories and writing focused on, creating a better world, calling for action and encouraging hope on themes such as climate change, place-making, equity and inclusion.</p>	

We are a community interest company and have a small and friendly core team based at Mayflower Studios in Southampton, working with a wide range of associate writers and facilitators and supported by our expert Advisory Group.

www.artfulscribe.co.uk

Job Description

Working closely with ArtfulScribe's directors, the Assistant Producer will support ArtfulScribe's programme of live events and activities, particularly Play on Words, the New Forest's Literature Festival, and ArtfulScribe's LitFest in Southampton. The successful candidate will take a hands on role with assisting event planning and delivery, administration, marketing and communications.

This role will include assisting with:

- Day to day administration and communications in the ArtfulScribe office
- Coordinating workshops and live events and liaising with venues and artists for Play on Words, the New Forest's Literature Festival, and ArtfulScribe's LitFest in Southampton
- Collating evaluation data
- Setting up events, ticketing, evaluation forms and mail outs
- Creating newsletters and social media content

There may also be the potential to directly assist workshop facilitation, depending on the candidate's skills and interests.

The role can be hybrid (at least two days a week in the office) or fully based at our offices at Mayflower Studios in Southampton.

Skills and development

Candidates should be working towards:

- Excellent writing skills, and ability to edit and proofread copy
- Accuracy and attention to detail
- Good time management and organizational skills
- Good communication and interpersonal skills
- Familiarity and knowledge of Microsoft Office, Adobe Creative Suite and other marketing and administration systems.

Desirable but not essential:

- Familiarity with different genres, writers and styles of writing
- Previous involvement with writing classes, groups, open mics or other literature-related activity
- Confidence and willingness to learn how to use new software programmes and apps
- Experience of using different tools to help with time management/meeting deadlines
- Experience of managing multiple activities /deadlines

Employer's advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about your interest in creative writing and literature, any form of writing you've particularly enjoyed reading or listening to recently, and your interest in working for the benefit of writers and communities.

Personal Qualities

- A love of reading and writing
- Curiosity, and willingness to learn and develop new skills
- Able to work as part of a team
- Respectful and open to diverse opinions and experiences
- Creative and adaptable
- Reliable and committed

Future Prospects

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.