



Event Assistant

Artswork is creating a team of event assistants to support our work in Arun, Dover, Gosport, on the Isle of Wight, the New Forest, Rushmoor and Slough. This work is part of our Young Cultural Changemakers programme which organises a wide variety of creative workshops designed to explore children and young people's ideas and trains them in leading their own creative and cultural projects.

Role description

The role is for locally based Event Assistants over the age of 18 who would like to build their practice and experience in supporting events with young people. It involves working alongside an experienced producer and with artists to deliver occasional workshops with groups of young people who may be aged from 5 up to 19 years old. The role is supervised at all times.

The work will involve:

- Practical support for event set ups and pack downs
- Interacting with and supporting participants to engage in the activities
- Collecting information and taking photos / reels for our evaluations
- Assisting in the smooth running of different kinds of creative workshops

About you:

- Interested in supporting young people to express their ideas and creativity
- Curious about creative practices and a range of art forms
- Well organised with good timekeeping skills
- Reliable
- Confident and able to communicate with different people

Artswork Ltd. Registered Charity (No. 800143), Company Limited by Guarantee (No. 2150619)



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Requirements

Artswork will provide an induction that includes:

- A half day free online training session to introduce the programme, event aims and how to use the Google Calendar to sign up to events
- Free and compulsory online Safeguarding Training

The induction will take approximately 1 day in total and will be paid.

Further benefits

- Access to a range of additional free online training to support your career development via iHasco
- Support to help you set up as a freelancer (if you are not already set up)

How it works

Once you have completed the training, you will be able to sign up to upcoming events using the Google Calendar, according to your availability and interests.

Fee and invoicing

This is a paid position on a freelance basis, paid at Artswork's standard current rates for early to mid-career facilitators and practitioners. This currently is:

£70 per half day (up to 3 hours)

£140 per full day (up to 6 hours)

You will be issued a rolling Contract for the year and Artswork will agree a fixed fee with you for each event you support. The fee is inclusive of planning time, expenses, travel costs and VAT where applicable.

Invoices should be submitted within 14 days of the work being completed. Artswork will pay undisputed invoices within 14 days of receipt.

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For details of what to include on your invoice please see:

<https://artswork.org.uk/resources/working-with-us-guide>

Next steps

Please send a copy of your CV and a short expression of interest, either a 1 page max document **or** no more than 3 minute video explaining your interest in and suitability for the role to the producer for your selected place:

Arun: rebeccaeast@artswork.org.uk

Dover: louisewebb@artswork.org.uk

Isle of Wight / Gosport: petarainford@artswork.org.uk

New Forest/ Rushmoor: finncresswell@artswork.org.uk

Slough: primagouse@artswork.org.uk

Please submit your expressions of interest by 5pm on Wednesday 13 August. We may reopen application for these roles in some/all areas later in 2025.

Please note, online training sessions for the role, will happen over Zoom on **Wednesday 27 August OR Monday 22 September** from 10am – 1pm and you will need to be available for one of these dates.

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