

Breakthrough 2025 Job Description

Aspex Portsmouth - Gallery/Creative Engagement Assistant - Portsmouth

Employer name	Aspex Portsmouth		
Employer Website	aspex.org.uk		
Employer main contact	Joanne Bushnell		
Employer email	jobs@aspex.org.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	10am - 4pm, 5 days per week (with 1 hour unpaid for lunch). Please note after an initial training period, the role with Aspex Portsmouth will require flexible working on Tuesday - Saturday or Wednesday - Sunday, to align with the gallery opening hours and other staff working. Will also include some evening working.	Hourly Wage	£12.21

Job Title	Gallery/Creative Engagement Assistant
Company Overview	
Who we are: Aspex brings new art and ideas to Portsmouth. We believe that in bringing joy, art broadens minds, facilitates learning, connects and nurtures our communities and stimulates radical imagining.	

Located in the historic Vulcan Building on the waterfront at Gunwharf Quays, we create opportunities for people of all ages, backgrounds and life experience to engage with contemporary visual art - from looking and discussing, to making and curating.

Job Description

The primary responsibility of this role is to offer visitors to the gallery a warm and informative welcome and to support the day-to-day operation of the organisation.

You will also be working closely with the Creative Engagement Coordinator, freelance artists and volunteers to assist in the planning, delivery and evaluation of workshops and events.

During the placement you will gain experience of working across all aspects of our programme delivery, including a broad range of administrative and practical tasks.

This role will include assisting with:

- Front of house duties for the day-to-day operation of Aspex Portsmouth, its programme and events;
- Coordination of volunteers;
- Administration of the creative engagement programme;
- Developing and delivery of participatory workshops at the gallery, and externally in the community;
- Installation of exhibitions;
- Preparation of copy, images and video for the promotion of projects, events and interpretation materials;
- Development and publication of social media posts and other marketing materials for the promotion of the creative engagement programme;
- Documentation, evaluation and archiving of materials for projects.

The role will be based at: Aspex Portsmouth, The Vulcan Building, Gunwharf Quays, Portsmouth PO1 3BF and will include attendance of offsite workshops and events in the community.

Skills and development

Candidates should be working towards:

- Increasing knowledge of contemporary visual art and practical techniques

- Good communication skills, both written and verbal including the ability to communicate well with a wide range of diverse people
- Good administrative skills
- Working knowledge of Google Workspace and good IT skills, including use of social media
- Good organisational skills, with the ability to work accurately, and remain calm under pressure
- Good literacy and numeracy skills
- Have a good knowledge and understanding of customer care and Health & Safety
- Commitment to justice, equity, diversity and inclusion.

Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about interest in visual art or other creative areas; an exhibition or artwork that has excited or interested you; any experience of working alongside people as a team, or with members of the public. We would also recommend that you visit Aspex Portsmouth prior to making your application to check if it is a place where you can imagine yourself working.

Personal Qualities

- We are looking for someone who is outgoing and loves working with people
- Has a passion for (or strong interest in) contemporary visual art
- Enthusiastic and committed
- Keen to learn and develop skills
- Work productively and positively within a team
- Punctual and reliable
- Be flexible and adaptable with the changing needs of the organisation.

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.