

Breakthrough 2025 Job Description

Creative Crawley - General Assistant- Crawley, West Sussex

Employer name	Creative Crawley		
Employer Website	www.creativecrawley.com		
Employer main contact	Hannah Foley- General Manager		
Employer email	hannah@creativecrawley.com		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	9.30-4.45 (with a 60 min lunch break) Mon-Thurs. Mon working from home if possible	Hourly Wage	£12.21

Job Title	General Assistant
Company Overview	
<p>Who we are:</p> <p>Creative Crawley is an arts charity that champions creative people and produces surprising arts events in the town. We produce a year round programme using different spaces including drop in creative activities, festivals, performances, training opportunities and trips to see cultural events outside Crawley. We are project based - our main project is Creative Playground which is about getting more local people involved in arts and culture to make the town a better place to live and work. We are a small, busy team running varied and ambitious projects to make Crawley a cultural destination for everyone here.</p>	

Job Description

Providing administrative, logistical and practical support for the programme of creative activities and events we are delivering across Crawley.

Key tasks would include:

- Supporting the coordination of meetings, workshops and events.
- Offering feedback and insight to the development of new projects and ideas.
- Developing content for digital marketing campaigns.
- Note taking and documenting activities (with guidance).
- Providing support as part of the Welcome Team at events including helping with seating, recording vox pops, circulating feedback questionnaires.
- Updating the master database of contact details and other information including attendance at events/ postcode data/ audience quotes.
- Purchasing and or setting up materials, resources and refreshments for meetings/events.
- Supporting the setup of equipment such as screens, ipads or recording equipment for documentation/information sharing purposes
- Distributing marketing materials
- Helping with gathering evaluation data from audiences and participants
- Undertaking research
- Any other general administrative support as required.
- Attending events on behalf of Creative Crawley

The placement would mainly be based at our office in Crawley College or onsite at events but we can offer flexibility with some remote working (as per the rest of our team)

Skills and development

Candidates should be working towards:

- Good communication skills
- Strong organisational skills
- Self-management
- Experience of IT applications e.g. GDrive, word, excel, Gmail
- Interest in the Creative Industries

Desirable but not essential:

- knowledge of creative software like Canva, Adobe etc
- experience with a range of social media content creation eg. Instagram, Facebook, Tiktok etc

Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about their passion for creative arts, any experiences they might have of working/engaging with in a creative role or organisation and what they think they could bring to Creative Crawley.

Personal Qualities

- Enthusiastic and committed
- Keen to learn and develop skills
- Ability to think independently and work within a team
- Confident to be able to engage and talk with general public at events/meetings
- Punctual and Reliable
- Able to find creative solutions
- Passion for engaging in the creative arts

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 place mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.