

Breakthrough 2025 Job Description

FLATLAND PROJECTS – PROGRAMME ASSISTANT – BEXHILL ON SEA

Employer name	Flatland Projects		
Employer Website	www.flatlandprojects.com		
Employer main contact	Ben Urban, Director / Amy Mock, Head of Artist Development		
Employer email	flatlandprojects@beechingroadstudios.co.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	Wednesday – Saturday (09:30 – 16:30)	Hourly Wage	£12.21

Job Title	Programme Assistant
Company Overview	
<p>Who we are:</p> <p>Flatland Projects is an artist-focused organisation committed to commissioning and supporting artists at critical points in their careers. Located at Beeching Road Studios in Bexhill-on-Sea, our work includes exhibitions, artist development opportunities, and community engagement initiatives. Since 2021, Flatland has been leading the development of Beeching Road Studios into a dynamic hub for creative practice, housing 27 artist studios, arts organisations, and small creative businesses.</p> <p>Our mission is rooted in challenging the socio-economic imbalance of the coastal art scene and championing the sustainability of artist-led practice in East Sussex. We create meaningful, progressive support systems for artists from underrepresented backgrounds and advocate for equitable cultural infrastructure across our region.</p> <p>Flatland is also a core delivery partner for several regional and local initiatives, including:</p> <ul style="list-style-type: none">- Talent Accelerator – a creative careers programme led by the De La Warr Pavilion, designed to support young people aged 14–25 into sustainable, fulfilling employment in the creative industries.- Coastal Catalyst – a regional programme strengthening cultural infrastructure across Sussex’s coastal towns.	

- Bexhill Cultural Network – a local platform for collaboration between cultural and community stakeholders in Bexhill.

About Talent Accelerator

Led by De La Warr Pavilion, Talent Accelerator is a place-based talent development initiative for 14–25-year-olds aiming to build stronger pathways into creative careers across Hastings and Rother. Working with schools, FE/HE institutions, arts and creative industry partners, and local employers, Talent Accelerator provides guidance, mentoring, work-based experiences, and paid placements. It focuses on building a more inclusive and accessible creative economy for young people on the Southeast coast.

The Programme Assistant will support this mission for two days a week (Wednesdays and Thursdays), embedded within Flatland’s role as a delivery partner for the initiative.

Job Description

This is a unique role for someone looking to build hands-on experience in cultural programming, youth engagement, artist support, and operational gallery management. As Programme Assistant, you will be a proactive and essential member of Flatland’s small team, supporting both our internal activities and our role as a key delivery partner for Talent Accelerator.

You will gain broad skills across public programming, communications, event delivery, project research, artist development, gallery operations, and community engagement.

Key Responsibilities

Talent Accelerator (Wed–Thurs):

- Support Talent Accelerator’s team, working closely with partners at De La Warr Pavilion and other regional collaborators.
- Assist in the coordination of work experience, workshops, mentoring sessions, and engagement activities for 14–25-year-olds.
- Support communications and relationship building with young people, schools, and creative industry partners.
- Conduct research on regional creative opportunities and help map career pathways for young people in the local area.
- Provide administrative and logistical support for Talent Accelerator’s regional activity and reporting processes.

Flatland Projects (Fri–Sat):

- Support the planning, production, and installation of exhibitions and public programmes.
- Work closely with Flatland’s Director and Artist Development Lead to deliver artist residencies, civic programming, and community-facing activity.
- Assist with day-to-day administration, including meeting support, budget tracking, and coordination of Flatland’s programme schedule.
- Contribute to the running of the Bexhill Cultural Network, liaising with local stakeholders and helping organise network meetings and events.
- Ensure the smooth operation of the gallery and shared spaces, working collaboratively with the Gallery Assistant and studio tenants.
- Act as a keyholder, welcoming visitors and supporting open hours and events on Saturdays.

The role is primarily in-person at Beeching Road Studios to ensure maximum benefit from this hands-on, fixed-term placement. Limited hybrid working may be agreed on occasion depending on project needs.

Skills and development

Candidates should be working towards:

- Being organised and proactive, with good self-management.
- Having confidence communicating with a range of people including artists, young people, and partners.
- Developing an interest in the arts, creative careers, and local community development.
- Being comfortable with basic digital tools (e.g. Word, Excel, email, shared drives).
- Demonstrating passion for working collaboratively, especially in small teams.

Desirable but not essential:

- Active interest, experience or education in Art, Art History, Cultural Studies, Curating, or a related field
- Enthusiasm for developing a career in the arts, youth work, or community programming.

Employers advice: To demonstrate your excitement for this role we would recommend that candidates for the role in their application talk about their interest in creative careers, a confident sense of wanting to work within a community setting.

Personal Qualities

- - *Enthusiastic and reliable*
- - *Community-minded and inclusive*
- - *Open to learning and constructive feedback*
- - *Creative problem-solver*
- - *Punctual, organised, 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.