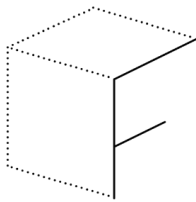


Breakthrough 2025 Job Description

Fourth Wall Folkestone - Creative Programme Assistant - Folkestone, Kent

Employer name	Fourth Wall Folkestone CIC		
Employer Website	www.fourthwallfolkestone.co.uk		
Employer main contact	Sarah Lloyd		
Employer email	info@fourthwallfolkestone.co.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	5 days per week Must include Fridays, Saturdays and Sundays 11:30-16:30. The other 2 days are flexible to fit your needs and our programme.	Hourly Wage	£12.21

Job Title	Creative Programme Assistant
Company Overview	
<p>Who we are:</p> <p>Fourth Wall Folkestone Community Interest Company is a creative space focused on art and themes of mental health and women's health. Currently situated on The Old High Street in Folkestone, Kent; Fourth Wall Folkestone is open to all as either an informal gallery, open studio, or research space. We hold accessible events, workshops and exhibitions and we invite the local community to reimagine the role of art in society through creative activities and drop in events.</p> <p>The programme is curated by Sarah Lloyd: an artist, researcher, social activist and the Director of Fourth Wall Folkestone CIC. She believes all of us as humans are inherently creative and believes that an artist's role is to inspire and facilitate creative thinking. She</p>	



is passionate about learning through making. The ability of art to connect people together and shape community is what drives a lot of her own artistic practice and therefore the programme at Fourth Wall Folkestone.

You can find out more about our previous events and exhibitions here:

www.fourthwallfolkestone.co.uk/events/

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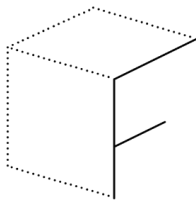
The **Creative Programme Assistant** role will be hands-on and varied. As we are a fast paced, small organisation you will get to experience a full range of tasks.

You will gain experience working within a gallery space/ open studio/ research space dedicated to arts and mental health. You will work alongside people with lived experience and receive mentoring and support from the Director, Sarah Lloyd. You will be supported to gain transferable skills in gallery and arts administration and gain in-person experience working with the public. You will be shown how we use social media to promote activities and advocate for mental health and wellbeing. You will be involved in the delivery of creative festivals and our annual Design + Art Fair. You will gain experience of exhibition logistics and learn about evaluation, record keeping and sales.

We will be able to align the role to help you with your long-term goals, ensuring you gain the experience you need for future employment whether that be curatorial, creative, managerial, administrative, communications etc...

This role could include assisting with:

- *Gallery Administration (during gallery opening times):*
 - > *Welcoming visitors*
 - > *Assisting with workshops and events*
 - > *Taking payments via Zettle (instructions / training will be provided)*
 - > *Recording/tracking donation pledges*
 - > *Recording visitor numbers and feedback*
 - > *Supporting evaluation activity when required*
 - > *Keeping the gallery space clean, tidy and organised*
 - > *Keyholder responsibilities*



- *Exhibition support:*
 - > *Assisting with preparing exhibition and event materials*
 - > *Technician work such as Painting walls*
 - > *Exhibition planning and installation/de-installation*
 - > *Creating displays and general administrative tasks*
- *Social Media/Website/Comms:*
 - > *Assisting with updating of FWF's website, LinkedIn and other platforms*
 - > *Designing and creating marketing materials*
 - > *Liaising with local press and submitting listings*
 - > *Documenting events and exhibitions*
 - > *Contributing/developing ideas for new social media content*

The role will mostly be based at Fourth Wall Folkestone CIC, 10-12 The Old High Street, Folkestone, CT20 1RL but will also include some at home working depending on the programme.

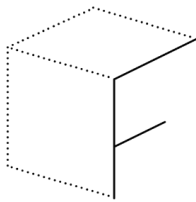
The needs of the organisation will change month by month but overall, we can ensure a good mix of on and off-site work. We can be flexible and aspire to be inclusive by offering a flexible working pattern around our opening hours (Fri-Sun, 12:00-16:00).

Skills and development

Candidates should be working towards:

- Good communication skills
- Good organisational skills
- Problem solving skills
- Experience using Instagram (other social media apps a bonus)
- Experience using computer programmes like Word and Excel
- Confidence when speaking with members of the public
- Being comfortable with lone working in a public facing space

Desirable but not essential:



- An interest in art and creativity
- An interest in mental health
- We are particularly keen to hear from those who have lived experience with mental illness either firsthand or through friends and family

Employers advice:

To demonstrate your excitement for this role we would recommend that candidates talk about:

- The things you are passionate about outside of work - help us get to know you!
- Why are you interested in working at Fourth Wall Folkestone - what excites you most about working here?
- What would you bring to the team? Skills or personality - why would you be a good fit for us?
- How would this impact you - what are you hoping to gain from this role?

Personal Qualities

- Punctual and reliable
- Enthusiastic with a passion to learn
- Able to use your own initiative
- Friendly, thoughtful and considerate of others
- Ability to be flexible and adaptable
- Confident working alone or in a small team
- Open minded, with a willingness to listen to people sharing their experiences

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