

Breakthrough 2026 Job Description

The Bright Foundation – Communications and Project Assistant - Hastings & St Leonards-on-Sea

Employer name	The Bright Foundation		
Employer Website	www.thebrightfoundation.org.uk		
Employer main contact	Elizabeth Als - Head of Communications & Events		
Employer email	office@thebrightfoundation.org.uk		
Start Date		Hours Per Week	25
Working week	Varies depending on programme <ul style="list-style-type: none"> - Office hours 9am – 5pm - Some evenings are required from time to time and occasional weekends 	Hourly Wage	£12.71

Job Title	Communications and Project Assistant
Company Overview	
<p>Who we are:</p> <p>The Bright Foundation is an arts education charity based in Hastings and St Leonards-on-Sea, founded by Academy Award winning costume designer, John Bright.</p> <p>We offer a programme of life enhancing creative learning to children and young people, particularly to those experiencing disadvantage in their lives. We have two venues:</p> <ul style="list-style-type: none"> • Barn Theatre and Museum – a 50 seat children theatre and museum of antique toys and puppets all set within 24 acres of countryside • Benbow Arts Space – a youth arts space dedicated to the art of film-making featuring an Early Cinema exhibition 	

Our programme includes:

- School and group visits exploring our collections and spaces through themed days such as puppet making, outdoor learning, introduction to creative careers
- As Community Partner for the Children's International Film Festival our film team go into schools to support them to make a film to submit to the festival
- Public events and family performances
- Creative skills development courses
- Introduction to creative careers in film and employability support

We are a small staff team of 7 people and work with a wide range of freelancers and volunteers.

We also run a National Saturday Club in Film and Screen; we lead a BFI Film Academy Short Course during the October half term; and we have devised and premiered a new children's theatre show which will return in 2027.

Job Description

Communications and Project Assistant

The Communications and Project Assistant will work with the Head of Communications and Events to support the delivery and promotion of the creative education programmes delivered from our two venues – The Barn Theatre and Museum and the Benbow Arts Space. The role will offer hands-on experience in communications, project coordination, and community engagement, while developing key professional skills in a creative and supportive environment. Key responsibilities will include:

- Assist in creating content for social media, newsletters, and the website (be it writing or photography/video)
- Keeping the website up to date and current via Wordpress (training given)
- Support the planning and delivery of our Schools and Colleges programme and our Clubs (National Saturday Club, Benbow Youth Film Collective)
- Support the planning and delivery of our public events (e.g. Open Days, Christmas performances, half-term and summer shows)
- Maintaining up to date databases via Excel (training given)
- Contribute to marketing campaigns and audience engagement activities
- Provide general administrative support to the team
- Preparing venues and resources for school visits, workshops and events
- Creating supplementary literature in programmes such as Canva to support our programme

- Welcoming visitors to events and workshops and assisting the team in the delivery of activity where needed
- Collecting data for Evaluation

The role will be based at our office in the Benbow Arts Space, 2 London Road, St Leonards-on-Sea, TN37 6AE. With some work at our other venue, the Barn Theatre and Museum on the outskirts of Hastings. The second venue is inaccessible via public transport; however we can help with transport if the successful candidate needs to attend the Barn Theatre.

Skills and development

Candidates should be working towards:

- Excellent communication skills with a clear, positive and helpful manner
- Well organised with good attention to detail
- Interest in and passion for the creative arts – particularly film, theatre or visual arts
- Ability to build a good rapport with children and young people of different ages and backgrounds
- Good IT skills working with MS Office 365 and Mac operating systems

Desirable but not essential:

- Knowledge of schools and youth services in the Hastings and Rother area
- Experience of assisting or organising events or workshops
- Experience in professional creative writing / blogging
- Experience with social media for business / community purposes

Employers advice: To demonstrate your excitement for this role we would recommend that candidates talk about the following in their application:

- your interests and aspirations
- what you would like to gain during your employment with us
- why you are interested in working with The Bright Foundation

Personal Qualities

- Enthusiastic with a willingness to learn
- Enjoy working as part of a small team
- Proactive, motivated and able to take initiative as appropriate
- Punctual and reliable

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.
Interview Dates
Within the week of 24 th August