

Communications Assistant

Job Description

Hours: 25 hours a week (Some evening and weekend work included)
Contract: 6-month placement
Start Date: 13 December 2021
Pay: £10.85 per/hour, London Living Wage
Location: Studio Voltaire, 1a Nelsons Row, London, SW4 7RJ

Application Criteria

Studio Voltaire is currently recruiting for a 6-month Communications Assistant placement through the government's Kickstart scheme. Suitable candidates must be aged 18–24, currently claiming Universal Credit and are required to apply through local Job Centres following a referral from their Work Coach. Anyone interested should speak to their Work Coach as soon as possible.

Benefits

28 days (pro rata) of annual leave, plus UK public holidays (pro rata)
Training opportunities
Discounts at House of Voltaire and The Cafe at Studio Voltaire

About Studio Voltaire

Studio Voltaire is one of the UK's leading not-for-profit arts organisations. Its pioneering public programmes of exhibitions, participation projects, live events and offsite commissions have gained an international reputation.

The organisation has an outstanding track record of supporting artists at a pivotal stage in their careers, championing emerging and underrepresented practices and placing emphasis on risk-taking and experimentation. Many commissions are an artist's first solo exhibition in London or the UK.

Exhibiting artists have included Aaron Angell, Nairy Baghramian, Phyllida Barlow, Monster Chetwynd, Anne Collier, Thea Djordjadze, Nicole Eisenman, Sharon Hayes, Nnena Kalu, Sanya Kantarovsky, Ella Kruglyanskaya, Shahryar Nashat, The Neo Naturists, Henrik Olesen, Paulina Olowska, Elizabeth Price, Charlotte Prodger, Jo Spence, Cathy Wilkes and Rehana Zaman.

Studio Voltaire commissions a wide range of participatory and offsite projects working in collaboration with artists, local organisations, schools and community groups and provides a much-needed resource of affordable and accessible onsite artists' studios, supporting the development of diverse individual and collective practices, from recent graduates to internationally recognised practitioners. Studio Voltaire is a registered charity and part of Arts Council England's National Portfolio.

studiovoltaire.org

About the role

The Communications Assistant will play an important role in facilitating Studio Voltaire's communications strategy and activity. The role is an opportunity to experience and develop many different aspects of communications: from media and public relations to marketing and social media. It will also include content creation and some design work. The Communications Assistant will also provide administrative support and assist at events as required.

On occasion, the position will work alongside the wider Studio Voltaire team to support other aspects of the organisation's work including public programming, events, front of house and House of Voltaire. It will continue to support the organisation in its expansion and development of audiences, reach and accessibility.

Main duties and responsibilities

Digital

- Digitise the Studio Voltaire press archive
- Capture and compile press coverage on the shared drive
- Keep mailing lists up to date on Mailchimp
- Resize, rename and save images
- Assist in keeping marketing materials up to date: print and digital
- Update and maintain shared drive folders

Other

- Assist with programme, press and private events where necessary
- Research and identify contacts and influencers for press and marketing purposes

Person Specification

We are keen to ensure that our team draws from a wide range of backgrounds, perspectives and styles of thinking and working. We strongly welcome applications from people who are currently underrepresented in contemporary art, including people with African, Asian, Middle Eastern, Latin American and Caribbean-heritage, people who have faced socio-economic barriers, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex, and those with disabilities.

Essential skills and experience

- A creative thinker with a practical, hands-on and collaborative approach
- A passion for, or desire to work in the arts/creative industries
- Interest in marketing and audience development and a willingness to get involved and learn

- Confident verbal and written communication skills
- Good organisational skills, presentation of work and attention to detail
- A commitment to care and quality when working with people of all ages, needs and experience
- Strong IT skills, particularly in Google Docs, MS Packages and databases
- Ability to work flexibly and cooperatively as part of a team and across the organisation
- A willingness to work flexible hours, including evenings and weekends, as appropriate
- Experience of working with a range of people and maintaining good relationships

Desirable

- Some experience / knowledge of Adobe InDesign and Photoshop
- Some experience of video editing