

## **Creative Programme Assistant**

25 hours per week

£10.25 p/h

Want a job in the Arts? Can't find the right opportunity or up against employers who want experience?

The Breakthrough programme is a 6-month work placement scheme run by Artswork with training to support your confidence and professionalism in the workplace. Designed as a stepping stone to get you workplace experience and all-important employment skills. This short placement gives you insights into what a future career in the Creative Industry would be like and helps you make career plans for the future.

The programme is open to any young person between the ages of 16 –25 who has found securing a meaningful job in the arts a challenge, here's your chance to breakthrough into a career that matters to you!

### **About Us**

Aspex Portsmouth is more than a gallery – we are a creative hub for the region - with a mission to cultivate art, creativity and a collaborative community. A charity, located in the historic Vulcan Building at Gunwharf Quays on the waterfront at Portsmouth Harbour, we also deliver our programme of exhibitions and special events around the City and online.

Aspex is made up of a creative team of staff, trustees and volunteers, we value everybody's ideas and ambitions. We are looking for people with lots of energy, passion for contemporary visual art and for working with people, to join our team and reach out to our local community.

[www.aspex.org.uk](http://www.aspex.org.uk)

### **What you will be doing**

This role involves working with the Curator/Programme Manager and Creative Engagement Co-ordinators in the planning, delivery and evaluation of Aspex's seasonal programme of exhibitions, commissions, workshops and events. You will gain experience of working across all aspects of our programme delivery during different periods of the placement, including a broad range of administrative and practical tasks.

### **Duties include:**

- Supporting the organisation and administration of all aspects of the artistic programme;
- Assisting the installation of exhibitions (including condition checking artworks);
- Assisting the development and delivery of participatory workshops at Aspex Portsmouth and externally;
- Preparation of copy, images and video for the promotion of exhibitions, projects and interpretation materials;
- Assisting in the development and publication of social media posts and other marketing materials for the promotion of the artistic programme;
- Supporting the documentation, evaluation and archiving of materials for all projects;

- Front of house duties for the day-to-day operation of Aspex Portsmouth, its programme and events.

**Where you will be based:**

Aspex Portsmouth, The Vulcan Building, Gunwharf Quays, Portsmouth PO1 3BF

**Hours**

10am - 4pm 5 days per week (with 1 hour for lunch).

Please note after an initial training period, the role with Aspex Portsmouth will require flexible working on Tuesday - Saturday or Wednesday - Sunday, to align with the gallery opening hours and other staff working. Will also include some evening working.

To apply please complete this form XXX