



KICKSTART

CREATIVE PROJECTS AND COMMUNICATIONS ASSISTANT

(HUMAN LIBRARIES)

JOB DESCRIPTION

This new job is provided through the [KICKSTART SCHEME](#) and is subject to the following eligibility criteria:

- Applicants must be aged between 16 and 24
- Applicants must be currently in receipt of Universal Credit

THE ROLE

This is a great opportunity for someone who would like to take their first step into a career in the arts, events, or marketing. As part of the Human Libraries team, you will provide administrative, marketing and project support, helping us to produce and promote our creative events, commissions and happenings taking place in Bootle and Crosby library.

We would like to work with someone who prides themselves on being organised, reliable and creative and has good attention to detail. You will have the chance to develop transferrable skills in arts administration and marketing as part of a small friendly team, meeting lots of different people, from artists and librarians to community members, along the way.

Human Libraries is an ACE-funded creative project and partnership between Rule of Threes and Sefton Library Service. You will work alongside Rule of Threes' wonderful team of creative producers, and our fantastic colleagues in the Library Service, helping to organise and create arts events with the local community. You'll have the chance to make your mark on our social media, helping us to be more creative, communicative and speak to new audiences. You can find out more about the project here: www.humanlibraries.co.uk

Human Libraries is produced and curated by Rule of Threes — a small contemporary arts agency, creating projects with care that bring artists and communities together. We are based at Bluecoat, School Lane, Liverpool but work in many locations across the city region and the UK. Our projects include Human Libraries, Granby Winter Garden, the House of Annetta with Turner-Prize-winning artists Assemble, and a programme of creative commissions with women's organisation, Venus. Find out more about us at www.ruleofthrees.co.uk

Reports to: Director

Employment: Contract – 6 months

Working hours: 25 hours per week over 4 weekdays, to be determined flexibly in agreement with the appointed candidate.

Office hours are between 9.30 AM and 6:00 PM Monday to Friday. There may be opportunities to extend paid working hours dependent on funding for new projects.

Holiday: 6 weeks per year, pro rata (3 weeks for this contract)

Referral Deadline: Thursday 30th September 2021

Wage: National Minimum Wage (depending on age)

Location: Split between our office at Crosby Library in Waterloo, Bootle Library and our base at Bluecoat, School Lane Liverpool

MAIN DUTIES

PRODUCTION SUPPORT

- Helping to coordinate workshops and project meetings across our Human Libraries projects
- Arranging artists and staff transport, hospitality, and accommodation
- Researching quotes from artists and suppliers for projects
- Supporting event and workshop production
- Project based research and programme support

ADMINISTRATION

- Taking meeting notes and action points
- Collecting, collating, and inputting evaluation data
- Scheduling staff meetings
- Diary management

MARKETING SUPPORT

- Updating our website
- Devising, planning, creating content and digital and social media assets to promote our projects and activities
- Helping to plan and write or edit blog posts and newsletters
- Work with librarians to coordinate social media and share news of library events

OTHER

- Attending arts and culture events on behalf of Rule of Threes
- Contributing to team meetings on our plans, reviewing our work, and sharing your ideas about what is relevant and exciting the cultural sector and society today

PERSONAL SPECIFICATION

If you love the arts, enjoy working with people – from your colleagues to community members, and are the most creative and organised person you know, we'd love to welcome you as part of our team! You are the sort of person who others rely upon to be organised, communicate and are happy to muck in wherever needed.

ATTITUDE

- Passionate about the arts, especially in a community setting
- Willing to learn new skills
- Able to work independently and as part of a team
- Positive and friendly with a “can-do” attitude
- Take pride in good time-keeping and personal organisation
- Committed to equal opportunities

EXPERIENCE & SKILLS

- Some creative project productions or administration experience, either in paid or voluntary positions
- Polite and comfortable in liaising with a wider range of people - artists, suppliers, contractors, and members of the public
- Great communication skills – listening, speaking, and writing
- Confident in using Word and Excel
- Proficient in using social media for professional purposes

DESIREABLE

- Some experience of working within an office or with the public
- Experience of delivering or assisting with arts-based workshops
- Experience of working with members of the public
- Degree in arts, media or communications subject, or A-levels, equivalent BTEC or apprenticeship

APPLICATION PROCESS

We want to make our application process as accessible as possible, and our priority is to employ people who share our values.

Deadline for referrals is Thursday 30th September with a view to starting in late October.

If you have any questions, need this information in a different format or have any other access requirements, please contact us by emailing hello@ruleofthrees.co.uk.