

DWP Bid Unique Identifier

Job Placement title

Take Art Digital and Multi Media Assistant

Job Placement summary

An opportunity to work with Take Art, a pioneering arts organisation that works in Somerset with regional, national and international partners www.takeart.org. Take Arts specialisms include a rural touring programme, dance and theatre sector support, early years development and music with young people excluded from mainstream education. You will also be offered shadowing opportunities with other Somerset arts organisations.

Please note that we are a flexible organisation and can adapt to serve the right individual for this post.

Duties

To work on digital marketing initiatives which support Take Arts activities under the guidance of the Marketing and Audience Development Manager

Assist in production of posters and flyers for Autumn and Spring Rural Touring season with responsibility for collating imagery, copy and accuracy of content, overprinting of posters for promoters and companies and liaising with printers to co-ordinate production publicity.

Undertaking social media campaigns under the guidance of the Marketing and Audience Development Manager. Attending Rural Touring shows and other Take Art events capturing audience feedback in a creative way

Assist on campaigns, creating content, writing direct mail letters, press releases, e-bulletins, newsletters, e-mails and other copy as requested. Organising the Take Art photo library and creating a collection of photographs

Additional tasks

Work with line managers to identify and attend training, networking and events appropriate for the development of the role and the organisation. Support specialism directors or projects where appropriate. This is not an exhaustive list of duties and you may be required to carry out other tasks in accordance with the needs of the organisation. You will need to be flexible and adaptable in respect of your role.

Take Art welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisation. Take Art is committed to equality and strives to create a diverse and inclusive working environment that reflects the diversity of the UK population. Our recruitment process is open to all, but we particularly wish to encourage applicants from backgrounds that are currently under-represented within the sector as well as our organisation. We value the positive impact that increased diversity will bring to our organisation.

Essential skills, experience and qualifications

Essential:

- Flexible, adaptable, able to work on own initiative, with a positive can-do attitude
- An interest in the creative industries and an appetite to learn more
- An ability to work to tight deadlines and to work well as part of a small team
- Competent in using digital and multi media platforms
- Excellent organisational and administrative skills
- Good level of literacy, with excellent content creation skills
- Willingness to work flexibly
- A professional attitude and approach and the interpersonal skills necessary to deal with a range of people
- Energetic and creative with a high level of enthusiasm.
- Good interpersonal, communication and customer service skills.
- Good time management skills, reliable and with the ability to self-motivate
- Awareness of diversity and equal opportunities in the workplace
- Experience of Microsoft Office packages
- Access to own transport

Desirable:

- Familiarity working with Apple Macs
- Experience of InDesign, Photoshop and Filemaker Pro
- Able to confidently use social media platforms
- Photography and video making and editing skills

Number of hours per week	25
Working pattern and contracted hours (including any shift patterns)	Flexible – can be spilt over three to five days Some evening and weekend work may be required
Hourly rate of pay	National Minimum Wage

Details of employability support (training opportunities/mentor)

Take Art is committed to making this arts industry placement practical and useful to the Kickstart employee enabling them to build a useful set of transferable skills.

We are aware of the rurality of the county and the necessity of having your own means of transport. Financial support to travel to Take Art and around the county will be offered to some degree.

Ongoing support will be given throughout placement with weekly check ins with Line Managers, regular performance reviews will take place during these sessions. We will adapt

the support offer to each placement based on their skills, confidence and performance, and we will support a tailored training programmes as requested by the individual.

The Kickstart employees will be encouraged to give feedback during the weekly check ins and one to one session.

Throughout this placement Take Art will also support with CV writing, interview experience, goal setting, job searches in addition to the networking, coaching and mentoring along with any other work-based support needed.