**Articulate Cultural Trust**

**Job Title**

Studio Assistant

**Contract**

35 hours per week, fixed term for 26 weeks in duration from 3 October 2022, at Real Living Wage rate (£9.90 per hour).

**Base**

Hybrid - Third Floor, 249 West George Street, Blythswood Hill, Glasgow, G2 4QE but also with some home working.

**Line Manager**

Producer.

**Job brief**

Articulate is looking for a Studio Assistant to provide support to the charity and our projects.

**About you**

The kind of person we’re looking for loves working in a team towards the common goal of improving the world around us. You’re already passionate (or are keen to learn more) about inclusion, fairness and the creative industries. You will be excited to learn about our projects and approach and about the prospect of playing a significant role in a small but ambitious charity. You will be up for a challenge and will enjoy the support of an experienced, dynamic and friendly team.

**Main responsibilities**

General studio administration, ordering supplies, liaising with the core team and project staff.

Meeting and greeting visitors, booking workshops and rooms, preparing for projects.

Responding to emails, visitor and telephone enquiries.

Maintenance of filing system, stationery, post, and keeping the studio clean, tidy and organised.

Support the team on projects, courses, with tech and events or workshop planning including booking travel, and/or accommodation, organising catering, for network participants.

Support project staff with project administration, including calendar management and internal rotas.

Data input and maintenance of online systems.

Develop and update administrative systems to make them more efficient.

Support core and project staff with website updates and social media.

**Essential job skills and requirements**

We expect you to meet most of these criteria, however, we don’t expect you to meet every point and welcome applications where skills have come from a mix of areas.

Administrative experience: You will be an experienced administrator who is highly organised and has good attention to detail. You must have good writing ability as you will be corresponding with visitors and funders.

IT: You will be IT literate as you will be working on different databases and will need to keep track of information as well as assist staff and liaise around IT support.

Systems: You are a quick learner and will be able to get on with the tasks required and be able to use your initiative to make improvements in systems in place.

Communication: You’ll have a warm and professional communication style and will be great at talking and listening to people, whether they be from the communities we work with or funders, understanding their needs and presenting ideas and solutions to their requirements is important. You’ll enjoy getting to know lots of different people and will be sensitive to the different needs of the groups we work with. You will be able to bring ideas for improvements to our work.

Online presence: You will know your way around a computer, be comfortable using WordPress and Mailchimp, etc. and will be familiar with social media and happy to get stuck in with sharing information about our work, with the support of the core team.

Organisation: Many things happen all at once in the run up to projects, and during the projects themselves. You will be able to stay focused and organised so that everyone has what they need for the event or workshop to happen.

Problem-Solving Skills: Inevitably, things sometimes go wrong or take unusual turns – you’ll be able and up for working with your team to find solutions to the issue at hand.

**Desirable**

Experience working for a charity or in the voluntary sector.

Understanding of the needs and barriers faced by care experienced young people.

Experience of working within the arts, creative industries or cultural sector.

**Values and behaviours**

Personally committed to Articulate’s mission, vision and values and collaboration-focussed method of work.

Committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from the team and members of the community on your behaviour and work.

Awareness of your own needs: This work can be challenging – you will be good at knowing your limits under pressure and will be confident to ask for help when you need it. You will receive support from our team, and we’re keen to nurture an environment where no-one feels worried about asking for help or support when they need it.

Resilience working under pressure, ability and willingness to both give and take constructive feedback.

Willingness to work in the evening or weekends as needed, with a time-off-in-lieu policy.

Growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds to you.

Willing to develop social and emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those you work with to grow.

**About us**

[www.articulatehub.com](http://www.articulatehub.com)

We are committed to providing equal opportunities for everyone regardless of their background or age. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities (visible and invisible, mental and physical); people who identify as being LGTBQIA; and people who identify as working class or who have experience of the care system.

**Application process**

Please send a cover letter letting us know why you’d like this role and what you’d bring to the studio and the young people. Please also complete the LTU application and eligibility form provided and send both, accompanied by an up-to-date CV if you have one, to:

[eonacraig@articulatehub.com](mailto:eonacraig@articulatehub.com)

If you’d rather submit by post, please use the studio address above.

Any questions about the role should also be addressed to Eona. She can be contacted on 07740 502544 if you would like to chat further.

The deadline for applications is Thursday 22 September 2022 at noon.