

Eastside Projects: Distribution Assistant

Fixed term contract for 24 months
30 hours per week at Real Living Wage – currently £8.75 p/h (£13,650 per annum)

Closing date for applications: 26 July 2018.

We are looking for a dynamic and imaginative Distribution Assistant to help us make art public. As a key member of our small team you will work alongside the Directors, ESP Programmer, Offsite Curator, Associate Researcher and Operation Assistant, supporting the day to day running of the organisation and delivery of our exhibition, events and offsite programmes.

You will be enthusiastic, reliable, highly motivated and a creative problem solver who can find solutions to all kinds of challenges. You'll be looking for a varied, hands on job in the arts and will have a demonstrable interest in contemporary visual arts and artist led activity. Ideally you will have an active creative practice, or an interest in developing and leading your own projects in the future.

You will usually work 4 days per week but working patterns vary depending on activity and you will be required to work unsociable hours and weekends. Because of this you will need to be based in Birmingham or the West Midlands.

About Eastside Projects

Eastside Projects Makes Art Public

We aim to survive! Support! Attract attention! Centre the artist! Make civic space!

Eastside Projects is an artist run multiverse, commissioning, producing and presenting experimental art practices and demonstrating ways in which art may be useful as part of society. Eastside Projects provides vital infrastructure, supports best practice and works to expand the role of the artist run space.

Alongside imagining, testing and modelling a free public gallery, we are engaged in an expanded range of public activities – we make art, curate exhibitions, programme events, devise public art strategies, serve as commissioning agents, create production facilities, produce public art projects, generate and apply research, develop talent, train future art leaders and create structures to support artists locally, nationally and internationally. Our ESP programme supports and exercises new models for artists and curators to research, produce and thrive. You will join at an exciting time for our organisation as we have recently reopened our gallery space, launched STEAMhouse and will celebrate our 10th Anniversary in September.

We recommend you familiarize yourself with our organization and programme before making an application. For more information visit www.eastsideprojects.org

Distribution Assistant Role

Our assistants are involved in everything we do. From installation of artworks and exhibitions to leading group tours, discussing artworks with visitors, gathering feedback, hosting guests, organising events, communicating with the world, managing volunteers and assisting artists.

As well as these general duties, as Distribution Assistant you will:

Communicate with and develop audiences by

- Managing Eastside Projects' website – creating content, producing, editing and uploading written, visual and AV material and archiving activity online.
- Managing Eastside Projects' Facebook pages and other social media.
- Proofing and distributing press releases and being the first point of contact for local, national and international press enquiries.
- Developing content for e-flyers and preparing them using Mail Chimp.
- Maintaining the Eastside Projects archive, including digitising material to make available online.
- Overseeing sales of magazines, publications and editions and managing stock.
- Documenting events.

What are we looking for?

Top of the list is that you need to have a demonstrable interest in contemporary visual art and in 'taking care' of Eastside Projects by supporting artists, ESP members, volunteers and our visitors. As we said above, we want to support people who are active as artists, designers, curators, organisers and art-writers. You will have an undergraduate degree, or equivalent work experience from an apprenticeship or similar 'on the job' training. Please note the nature of this role means you cannot combine it with your studies, so we do not accept applications from students.

We are an ambitious organisation with a very small staff team, so we are looking for someone who is a proactive problem solver and good at managing multiple tasks and working to tight deadlines. You'll need to be highly motivated, organised, flexible and adaptable and confident when working on your own or as part of a team.

We are looking for someone who can write, edit and proof-read text to a very high standard. You will need to be able to research and fact check and have an excellent eye for detail. You'll be confident using digital technology and social media - knowledge of Wordpress, Mailchimp, Adobe Suite and basic coding skills would be an advantage.

In terms of other skills ... tell us about any experience with AV equipment – using projectors, filming, photography, graphic design, sound recording or editing (for example). You'll also be involved in the installation of exhibitions so having some practical experience in this area would be an advantage. And often you'll be working front of house supporting our events programmes and looking after the exhibitions, so if you have has experience working with members of the public let us know.

We believe it is important that our work and workforce reflects the world around us, and so actively encourage applications from people from diverse backgrounds.

Application Process

To apply please email the following to jobs@eastsideprojects.org

1. A letter of application of no more than 1000 words outlining:
 - Why you are applying for this post.
 - Why you want to work with Eastside Projects.
 - Taking into account the information we have provided about the role, tell us what relevant experience and skills you think you have, and how you think you would be able to contribute to Eastside Projects.
 - How you think working for two years with Eastside Projects will support your personal and professional development.
2. A copy of your CV, including:
 - Your current address, a contact telephone number, your website (if you have one)
 - The names, job titles, email addresses and phone numbers of two referees.
 - If there are any facilities which you require in order to attend for interview or carry out the job please specify them in this document.
3. A completed Equal Opportunities monitoring form – you will find this on our website at <https://eastsideprojects.org/opportunities/> in the section about this job.

Please save and send everything as a single PDF and write 'Distribution Assistant - Job Application' in the subject line of your email.

Closing date for applications: 26 July 2018.
Interviews will take place on 9 August 2018
Post starts: w/c 10 September 2018