

Eastside Projects: Operation Assistant

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

We are seeking a new Operation 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 Distribution 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.

Eastside Projects is a practice, a process and a tool. We believe in working collaboratively towards change and do so to support the cultural growth of Birmingham. Our programming aims to create active audiences by generating opportunities for deep engagement where individuals have agency and are able to contribute and co-produce, rather than simply consume culture. Since 2008 we have brought world class art to our city, now we want to activate Birmingham as a centre for artistic production and create a new movement of artists to live and work here; a constellation of practitioners who, with us, will explore and expand the role of the artist in public life, support our city and contribute to its development.

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 reopen our gallery space, launch STEAMhouse and celebrate our 10th Anniversary.

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

OPERATION ASSISTANT ROLE

Our Assistants are involved in everything we do from helping with the installation of exhibitions to hosting guests, assisting artists, interpreting artworks, speaking to visitors, project organisation and running events and workshops in the gallery and offsite.

MAIN RESPONSIBILITIES

- To be one of Eastside Projects' public faces, introducing the organisation and our projects to different audiences and working with the team to enrich the experience of people we work with.
- To support the ESP and Public programmer, help deliver the ESP programme and create a bridge between ESP and our volunteers.
- To lead our volunteer community, recruiting and inducting individuals and supporting them to develop skills and networks through a programme of projects and socials.
- To devise, plan and deliver family and community workshops.
- To help deliver our public events including Digbeth First Friday.
- To help make Eastside Projects activity happen - organise travel and accommodation; set up rooms; provide technical support; assist with documentation and contribute to the organisation's development.
- To collect audience feedback and other data we need for reports and support the administrative and operational functions of the organisation.
- To maintain the Eastside Projects events archive including digitising material to make available online.

WHAT ARE WE LOOKING FOR?

Top of the list is that you need to be creative, into contemporary art and interested 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 or art-writers, and are especially interested in working with people who want to run their own projects in the future. You will have an undergraduate degree, or equivalent experience which may have been gained through an apprenticeship or from organising your own projects (for example).

We are an ambitious organisation with a very small staff team, so we are looking for a creative thinking, proactive problem solver who is good at managing multiple tasks and working to tight deadlines. You'll need to be highly organised, adaptable and motivated when working on your own or as part of a team. You'll be confident in a leadership role – you will be managing our volunteers so will need to be the centre of that community.

You need to be interested in what Eastside Projects does – we are an artist run organisation with a distinct curatorial approach. We are looking for someone who feels confident about discussing art and ideas with a wide range of people, with varying perspectives. If you have designed and delivered talks or presentations, or run workshops tell us about it.

You'll communicate well in writing and will be able to show us that you can research and fact check and have an eye for detail. You'll also be confident using digital technology and social media and be able to follow record keeping systems and gather feedback.

In terms of practical skills ... tell us about any experience with AV equipment – in particular where you have used projectors, a PA, sound recording equipment or recorded and edited film or

photographs. You'll be involved in the installation of exhibitions so tell us about any practical experience you have in this area too.

We believe it is important that Eastside Projects reflects the world around us, and welcome applications which will enable us to build a diverse workforce which does the same.

APPLICATION PROCESS

Closing date for applications is Sunday, 4 February 2018

Interviews will take place on Friday, 16 February 2018

Start date: Tuesday 20 March 2018 (approx)

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

1. Taking into account the information we have provided about the role please send us 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.
 - * 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.

3. A completed Equal Opportunities monitoring form (optional).

Please send to jobs@eastsideprojects.org writing 'Operation Assistant - Job Application' in the subject line of your email. If there are any facilities which you require in order to attend for interview or carry out the job please also specify them in the email.