



**Job Title: City-wide programmes project assistant**

**Salary: £20,000 per annum**

**Contract: Employed Fixed Term to March 2021**

**Location: Based at National Glass Centre**

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Sunderland Culture is seeking a diligent, well organised project assistant, with a strong passion for arts and culture, to support Sunderland Culture's city-wide programme.

The new post will play a key role as part of the team delivering Sunderland Culture's development for Creative Industries, city wide partnerships and our Arts and Health programmes which are delivered through our Great Place programme and our Coastal Communities programme.

### **About Sunderland Culture**

Sunderland Culture is firmly place-focussed in its creative and cultural ambition. We work across the city to ensure the power of great art, culture and creativity is harnessed for the benefit of Sunderland, its residents and visitors and work created here is showcased internationally.

Our mission is to improve life for everyone in Sunderland through culture. We will achieve this through 3 strategic ambitions:

1. **Ensure an excellent, diverse artistic and heritage offer**
  - a. Develop our national reputation in glass, photography and contemporary visual art.
  - b. Dissolve the boundaries between our cultural institutions enabling us to present diverse, challenging, high quality art in the place of greatest impact.
  - c. Nurture talent, creative resilience, collaboration and risk within the work produced in the city and by our own creative sector.
  - d. Capture the energy and legacy of the 2021 bid to raise the profile of Sunderland as a cultural city.
  
2. **Encourage everyone to get involved**

- a. Grow our current audiences through a joined up artistic, learning and communication strategy, smart use of data and digital.
- b. Create an inspiring, engaging and quality-driven children and young people's programme that boosts engagement and attainment.
- c. Work in partnership with other sectors in the city to ensure the programme is responsive to the needs of the city.

**3. Secure a revitalised, joined up and accessible cultural infrastructure**

- a. Develop robust and sustainable operating model for Sunderland Culture.
- b. Work in partnership to develop a series of new facilities and cultural hubs for the city.

Sunderland Culture brings together the individual artistic and cultural strengths of our key venues:

- Northern Gallery for Contemporary Art (NGCA)
- National Glass Centre
- Sunderland Museum & Winter Gardens.
- Arts Centre Washington
- The Fire Station

**How to apply**

For further information or to request an application form, please email [laura.brewis@sunderlandculture.org.uk](mailto:laura.brewis@sunderlandculture.org.uk)

The deadline for applications is 20<sup>th</sup> May 2019. Interviews will take place in Sunderland on 14<sup>th</sup> June 2019

## Job Description

<b>Job Title:</b>	City-wide Programme Assistant
<b>Reports to:</b>	Creative Industries Producer
<b>Salary:</b>	£20,000
<b>Working hours:</b>	Full Time
<b>Terms:</b>	Fixed Term to 31 <sup>st</sup> March 2021
<b>Location:</b>	National Glass Centre
<b>Main purpose of role:</b>	<p>Sunderland Culture's City-Wide Programme Assistant will support the team delivering our programme across Sunderland. In particular, focusing on our arts and cultural projects and activities that take place beyond Sunderland Culture's 5 core venues.</p> <p>The post holder will support delivery of our Great Place Cultural Spark programmes; in particular our work to support Creative Industries development work, city wide partnerships and our Arts and Health programme.</p>
<b>Key Tasks and Responsibilities:</b>	<p>The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.</p> <p>Support the Sunderland Culture team in the delivery of our city-wide programme. In particular:</p> <ul style="list-style-type: none"> <li>To assist in administrative tasks including setting up meetings, raising orders, writing reports and keeping accurate records.</li> </ul>

	<ul style="list-style-type: none"> <li>• To co-ordinate and support training sessions and seminars for the creative sector</li> <li>• To co-ordinate and support the delivery of community workshops</li> <li>• Plan and manage community and sector networking meetings</li> <li>• Supporting the delivery of exhibitions at our pop-up galleries and other creative spaces</li> <li>• To assist with the evaluation of the programme and collate documentation and feedback as required</li> <li>• To work with communications and development staff to promote the exhibitions, events and activities.</li> <li>• Work within the context of Sunderland Culture’s Equal Opportunities policy and all other Sunderland Culture policies.</li> </ul>
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<b>Special circumstances:</b>	Any such matters within the scope of the post as may be specifically delegated by the line manager.
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**Part B: Person Specification**

<b>Key competencies</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
<b>Qualifications and Professional Membership</b>	Education to GCE Advanced Level (A level)	Degree, or equivalent qualification in relevant subject	<b>Application</b>
<b>Knowledge and Experience</b>	<p>Experience of project administration and/ or project co-ordination</p> <p>Demonstrable interest in and experience of the cultural and creative sector</p> <p>Ability to plan, budget and manage successful events of various scales and types.</p> <p>Excellent organisational skills</p> <p>Experience of working in partnership</p> <p>Experience of IT packages including word, excel and email programmes</p>	<p>Experience of working on arts or cultural programmes</p> <p>Knowledge of cultural activities in Sunderland</p>	Application and interview
<b>Personal Qualities</b>	<p>Diligent, organised with good attention to detail</p> <p>Efficient and courteous</p> <p>Experience of working effectively and supportively in a team.</p> <p>Confident and able to relate well to people, with good communication skills.</p>		Application and interview

	<p>Highly motivated and able to work in an accountable system and to deadlines.</p> <p>Good problem solver</p> <p>Flexible approach</p>		
<p><b>Special requirements</b></p>		<p>Ability to occasionally work evenings and weekends</p>	