



ActionSpace

Cockpit Arts, Cockpit Yard
Northington Street, London WC1N 2NP
Tel: 020 7209 4289
info@actionspace.org
www.actionspace.org

Administrative Intern- August 2022 Job Description and How to Apply

ActionSpace is committed to creating an accessible and inclusive working environment that reflects our vision and values. We therefore welcome applications from as wide a range of backgrounds as possible.

ActionSpace is London's leading development agency for learning disabled artists. We are an exceptional visual arts organisation with big ambitions for both the organisation and the artists we work with. We support, advocate and promote diversity within the contemporary visual arts sector.

Our Mission is to enable learning disabled artists to have professional careers in the arts and in doing so to challenge existing preconceptions and barriers faced by learning disabled people.

We achieve this through:

- Promoting and showcasing the work of learning disabled artists
- Working with artists to develop and implement bespoke individual CPD plans
- Using our extensive networks within the cultural sector to access the same creative and professional development opportunities as their peers
- Working in partnership and collaboration with other organisations, sharing our skills and expertise and playing a leadership role in developing inclusion agendas

Our vision is for learning disabled artists to be at the centre of the visual arts sector. We are working to challenge prejudice and make the cultural sector truly inclusive and diverse by celebrating the work of learning disabled artists and creating opportunities for learning disabled people to engage with the visual arts as audiences and participants.

Supported by

ELEVATE.

Lambeth's mission to open up the creative and cultural sector to every young person in the borough


Lambeth

The Role

Hours of work:	21 hours per week (3 days)
Place of work:	The post will be based at ActionSpace's head office in Holborn, which is also the location of our North London Studio. There is some flexibility and the post holder will be able to work from home as required, subject to agreement of the line manager. There may be some travel required to our studios in South and North West London and to venues for projects, exhibitions and events. Any travel costs outside Greater London will be covered by ActionSpace by prior agreement.
Reports to:	ActionSpace operates with up to date Covid & Health and Safety Risk Assessments, which ensures all our venues follow government and industry standards. General Manager
Rate of pay:	£11.05 per hour (the London Living Wage)
Length of Internship:	6 months, ideally beginning end of September
Holiday Entitlement:	7.5 days (not including bank holidays)

We are seeking an Administrative Intern to support the day-to-day running of the organisation. This includes being the first point of call for enquiries, supporting the General Manager with office management, and providing administrative support for the smooth running of the programme, exhibitions and events and other activities.

This paid internship has been created as part of the Lambeth's ELEVATE Careers programme. ELEVATE Careers is Lambeth's mission to open up career development opportunities in the creative and cultural sector to every young person in the borough, with a focus on those from particular groups who are typically under-represented within these sectors: Black, Asian and multi-ethnic residents, LGBTQI young people, and young residents with a long-term disability or health condition. There are certain criteria you must meet in order to be eligible to apply. You must meet **all** of the below criteria:

- Be aged 16 to 30 years old
- Live, work or study in Lambeth

NB: Due to the nature of this post, the post holder is required to have an Enhanced Disclosure and Barring Service (DBS) check. This can be undertaken for the successful applicant if necessary.

Supported by

ELEVATE.

Lambeth's mission to open up the creative and cultural sector to every young person in the borough


Lambeth

Duties and Responsibilities:

Administration and Office Management

- Meet and greet office visitors and assist with artist participants accessing studios
- Deal with general enquiries via phone and to info@actionspace.org email address
- Deal with incoming and outgoing post, and deliveries and collections by courier
- Organise team meetings and take minutes
- Implement our environmental responsibility policy by identifying arts and cleaning materials that are the least harmful on the environment
- Assisting the General Manager, Programme Manager and Artist Facilitators to manage and maintain the office and art studio in Holborn
- General administrative duties

Marketing and Development

- Supporting the Programme and Marketing Coordinator with marketing and promotional activities
- Assist with the collection and collation of data for monitoring reports
- Assist with the packaging and posting of sold artworks
- Assisting with social media, digital marketing and updating the website

Finance

- Assist the General Manager with day-to-day financial operations
- Supervised by the General Manager, create and distribute monthly invoices for Artists attending Studio Projects

Data Management

- Supporting the Programme & Marketing Coordinator to develop and maintain the contacts database and work with the General Manager to ensure it is fully protected against a security breach, in line with GDPR policies

General

- Carry out research projects
- Assist with exhibitions and events as and when necessary
- Be flexible, adaptable and work effectively as part of the ActionSpace core staff team, working collaboratively to deliver on the Mission, Vision and Values of the organisation
- To take on other reasonable tasks requested
- To act as an ambassador for the company

Supported by

ELEVATE.

Lambeth's mission to open up the creative and cultural sector to every young person in the borough


Lambeth

PERSON SPECIFICATION – GENERAL ASSISTANT

	CRITERIA
Essential	<p>This role is only open to 16-30 year olds that live, work or study in Lambeth.</p> <p>Confident with computers including Apple Mac and Microsoft Office (Microsoft Word and Excel).</p> <p>A team-player.</p> <p>Punctual</p> <p>Excellent time-management skills.</p> <p>Ability to work on own initiative.</p> <p>Helpful and enthusiastic manner.</p> <p>Excellent communication skills, with the ability to communicate and work alongside people from different sections of the community both face to face and on the telephone, particularly those with a learning disability.</p> <p>Excellent attention to detail and understanding of how this fits into the larger picture.</p> <p>A positive attitude towards this opportunity and a willingness to try new things.</p>
Desirable	<p>An interest in the arts.</p> <p>Knowledge of working with learning disabled adults.</p> <p>Working knowledge of social media, Adobe Photoshop, Zoom and Wordpress.</p> <p>Flexibility during times of high work demand and the ability to work occasional evenings and weekends (for which time off in lieu will be given).</p>

Supported by

ELEVATE.

Lambeth's mission to open up the creative and cultural sector to every young person in the borough


Lambeth

Personal Development:

- This entry-level paid internship is an opportunity to develop administrative skills within the arts and charity sectors.
- A personal development plan will be created at the beginning of the internship.
- The Administrative Intern is line managed by the General Manager and Programme and Marketing Coordinator
- Weekly supervision meetings will take place to discuss tasks and work plans.
- Weekly mentoring meetings will take place with one of the two Co-Directors to discuss objectives and achievements, and identify any training needs.

How To Apply:

Our Application Form should be completed and submitted by the deadline to recruitment@actionspace.org CV's may be attached.

Please also complete a Monitoring Data form. This is to be emailed to info@actionspace.org

The Application can be downloaded from here:
<https://actionspace.org/about-us/work-for-us/>

The deadline for receipt of applications is: Monday 5 September 2022, 10am

Probationary period: 4 weeks

Interviews will be held in person on: Monday 12 September 2022

ActionSpace is committed to creating an accessible and inclusive working environment that reflects our vision and values. We therefore welcome and encourage applications from as wide a range of backgrounds as possible.

Should you require information on the role on an alternative format, please contact the office on recruitment@actionspace.org

Should you wish to discuss the role prior to making an application please contact the Co-Director, Sheryll Catto on sheryll@actionspace.org

Thank you for your interest and we look forward to hearing from you.

Supported by

ELEVATE.

Lambeth's mission to open up the creative and cultural sector to every young person in the borough


Lambeth