**Programme Assistant: Job Description**

**Reporting to: Programme Managers**

**Hours: 0.8**

**Salary: £18,000 Pro Rata**

**Location: Patrick Studios, St Mary’s Lane, Leeds. LS9 7EH.**

**Background**

East Street Arts is an organisation, which focuses on contemporary artists. Its aims are to offer space, opportunities, services and resources to artists and those working with artists, supporting the development of a strong visual arts infrastructure locally and nationally.

East Street Arts is a company limited by guarantee (Company No 35986120 and is a

registered charity (no 1077401).

**Role**

The focus of the post will be to support East Street Arts’ activities for a range of audiences and participants and professional development events for artists.

**Key Duties**

· Front of house preparation for public events including hospitality, setting up of equipment, making information available, and welcoming guests.

· Supporting across programme with sourcing, timetabling, booking, hiring and purchasing.

· Ensuring all events are documented, monitored and data/images are recorded.

· Attending programme meetings, taking notes and circulating relevant information to team members.

· Engaging with existing research and circulating data relating to specific activities.

· First contact for artists, partners and stakeholders enquiries, providing relevant information and signposting.

· Contributing to blogs and other content development about current activities.

· Supporting the promotion of activities and events through a range of platforms.

· Contributing to the development and forward planning of the East Street Arts programme.

· Managing the database alongside the Programme team.

· Work closely with the Programme team on project management tasks including meetings with artists, preparation of event space, some installation and de-installation, and managing interpretative information and other data in support of visitors.

The company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the company.