# Groups:ESAstaff:MARKETING:Branding:ESA Logos:East St Logos:WORD Jpeg Files:RGB JPegs Large:ESA_Horiz_lge.jpg

**Programme Assistant: Person Specification**

**Essential**

* Can work independently on own initiative and work as part of a team
* Strong organisational and administration skills
* Ability to communicate effectively
* Experience of working with Apple Mac computers, Microsoft Office & Google based systems
* Experience managing calendars
* Knowledge and interest in the arts
* Ability to meet deadlines and work on a number of projects at the same time
* Experience of working/volunteering in arts admin, event and project management
* Willingness to work over some weekends and evenings (for which time off in lieu is allocated)
* Ability to contribute to the day to day running of the organisation
* Excellent time management skills
* Willingness to share and contribute ideas and opinions in discussions and meetings

**Desirable**

* Ability to use a wide range of presentation and recording equipment
* Ability to use equipment and physically support installation and de-installation of art work
* Experience of working with databases
* Ability to prepare publications and communications for print
* Knowledge of Leeds
* Basic understanding of developing layout and design for digital and print communications
* Qualification to degree level
* Experience of minute taking in team meetings