



Job Description

Creative Programmes Assistant, BLOC

About “BLOC: Building Libraries on Creativity” Suffolk Libraries Creative Programme

Since April 2018, Suffolk Libraries have had official National Portfolio Status from the Arts Council. In 2017 we were awarded NPO status and a substantial amount of funding by Arts Council England to provide an innovative arts and culture programme to engage young people between 2018 and 2022. National Portfolio Organisations receive regular funding from the Arts Council and represent some of the best arts practice in the world. This is the first year libraries have been included and we are one of only six library services to become an NPO. The money will fund a four-year programme of activities across the library service. The main aim is to use creativity as a catalyst to improve 11-24 year-olds’ resilience and wellbeing. We also hope to get young people more engaged in the library service and help build their skills and confidence in using digital technology and equipment.

Moving into Year 2 of our creative programme, Suffolk Libraries are keen to broaden the reach of the work. Our Youth Council is going from strength to strength growing from 4 to 24 board members in just a few months. Following the success of the Culture LAB in the summer we will be building a formal residency element to the programme to support local artists in Suffolk as part of BLOC’s core offer. Suffolk Libraries also supports a robust Mental Health and Wellbeing programme and as part of the development of BLOC we are continuing to explore how creativity can be used as a catalyst for social change and as a tool to support the mental health and wellbeing of young people in the community.

Suffolk Libraries is a charity that looks for opportunities to empower staff in their role at every level. This value is at the heart of the BLOC programme.

Context of the role

The role will directly support the Creative Programmes Manager, assisting in the artistic planning and administration of the Suffolk Libraries creative programme – BLOC.

In addition to the day-to-day running of the programme the Creative Programmes Assistant will be responsible for core administration and will support the Creative Programmes Manager with the running of BLOC’s events, activities and residencies

There is an opportunity for the right candidate to grow their responsibilities in the role as well as an opportunity to find out more about the work of other teams within the organisation. We will encourage the successful candidate to seek professional development opportunities, attend cultural events and networking opportunities to both broaden their own knowledge of the sector and to ensure that the BLOC programme remains current.



Summary of responsibilities:

The role includes but is not limited to the following duties:

- Provide the Creative Programmes Manager with day to day admin support for BLOC programme delivery
- Preparing artists’ contracts when fees are agreed
- Attending network meetings.
- Coordinating one-off external activity offered to Suffolk Libraries.
- Organising travel and accommodation requirements for artists.
- Supporting frontline staff with the delivery of the BLOC programme where necessary.
- Assisting with BLOC’s marketing and social media output and creating of content.
- Ordering and liaising with suppliers.
- Evaluate the experience of participants, staff and artists and collate feedback.
- Support the Creative Programme Manager to champion best practice for branding guidelines.
- Support the Creative Programmes Manager to champion best practice for evaluation of activity.
- Creating & updating of schedules
- Coordinating training opportunities for frontline staff
- Meeting and greeting artists & supporting their needs during the Festival
- Setting- up & supervising some events and activity.

Person Specification – Creative Programmes Assistant

Criterion	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Level 3, or equivalent, level. 	<ul style="list-style-type: none"> • An education in a creative subject or the performing arts. • Experience of event management.
Experience	<ul style="list-style-type: none"> • Administrative experience which could have been acquired in a paid or unpaid role. This may have included planning schedules, arranging travel and accommodation, checking details and problem solving. 	<ul style="list-style-type: none"> • Experience working with professional or amateur workshop leaders and artists. • Experience working with young people • An interest and awareness of creativities industries contribution to health and wellbeing
Skills/knowledge	<ul style="list-style-type: none"> • General knowledge of the cultural activities in the UK and a readiness to broaden this. • Confident with people – able to establish good working relationships. 	<ul style="list-style-type: none"> • Broad knowledge of Suffolk’s cultural landscape. • A passion for libraries and community spaces.



	<ul style="list-style-type: none"> • Confident with IT, particular Microsoft – able to create documents in Word and Excel; including working with databases. • Organised, able to prioritise and meet strict deadlines. • Excellent attention to detail. 	
Ability and aptitude	<ul style="list-style-type: none"> • Able to work well within a small team - flexible and collaborative. • Able to use initiative appropriately • Enthusiastic, positive “can do” attitude. • Able and willing to learn and develop. 	<ul style="list-style-type: none"> • Aptitude to take on more responsibilities if the need arises.
Other requirements	<ul style="list-style-type: none"> • Full clean driving licence • Able to work evenings and weekends during busy periods. 	

Dates

This is offered on a fixed term contract until March 2022 with ambitions for future opportunities beyond this date, with a probationary period of 6 months.

Terms and conditions

The salary for this role will be £18,000 per annum, this is for a 37 hour working week.

Office hours are 9:00am – 5:00pm, Monday – Friday, however weekends and evening working is part of the role during busy periods. Where possible time off in lieu will be agreed in advance.

There will be opportunities for professional development and you will have the opportunity to opt into the Suffolk Libraries company pension scheme. Annual holiday entitlement is 20 days per annum plus all UK bank/public holidays.

Please note that Suffolk Libraries 44 locations are spread across the county and are often in rural locations with limited public transport links, a full driving license and access to a car are essential.

All mileage to be paid at 45p per mile.