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ARTILLITE

JOB TITLE: SALES ASSISTANT

This is a brand-new job role that will involve working alongside and supporting the company Sales Director to generate sales for the artists and gallery. Working with individual collectors, corporate clients, interior designers and third partner retailers, you will support the sales process from beginning to end.

You will have the opportunity to work at art fairs and exhibitions the company participates in as and when they are held. You will liaise and build relationships with stakeholders including artists, clients, and partners with the support of the Sales Director.

- Examples of the work you will carry out includes:
- Creating Sales Proposals
- Liaising with clients and artists
- Website Content Updates
- Supporting Fulfilment
- Creating and sending sales documentation
- Sales Outreach
- Mailing list management
- 3rd Party Sales Management

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Excellent and confident communicator both verbally and written
- Personable and friendly, you will be confident in reaching out to new leads as well as supporting clients and artists throughout the sales process
- An interest in art and the business of art is essential
- You will be adaptable and intuitive, quickly learning how your role supports the sales pipeline.
- You will enjoy solving challenges quickly and efficiently and be happy taking ownership where appropriate.
- You will be a loyal and valuable member of the team.

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[Visit Artillite's website →](#)



BREAD & BUTTER

JOB TITLE: JUNIOR PRESS ASSISTANT

Bread and Butter is a PR agency working in the UK across the cultural sector - from arts and music to theatre and written and spoken word. The Bread and Butter PR team consists of five Directors, two Publicists and two Press Assistants. We are recruiting a Junior Press Assistant to support this small and busy press office.

The role includes assisting the team in their day-to-day press campaign work and managing administration connected with running client accounts. This includes maintenance of campaign documents, updates, and reports, as well as creating and managing press lists, mostly in the Gorkana database. This also includes sending press releases, resizing press images and conducting research to support PR planning. The role involves the collation and distribution of press cuttings, dealing with requests for images, footage and press information and some seasonal pitching on behalf of the company.

Additionally, the Junior Press Assistant will maintain project details on Bread & Butter PR's Website and will schedule, post and share content on Bread and Butter PR's Twitter and Instagram.

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- A passion for arts and culture and an interest in a career in PR.
- A positive attitude in their approach to all tasks and a willingness to learn, as well as impeccable attention to detail.
- An excellent communicator, both verbally and in writing, and someone who can adapt quickly and easily when required.
- Someone who can multi-task and is confident working across multiple projects with urgent deadlines, meaning they are extremely organised and good at time management.
- Someone with a flexible approach to work with the ability to attend evening and weekend events as required.
- Experience in social media use is essential, and some experience of G Suite is desirable

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SOMERSET HOUSE TRUST - DEVELOPMENT TEAM

JOB TITLE: DEVELOPMENT ASSISTANT

The Development Assistant will support the Development Managers and the Head of Development with: research into potential donors and sponsors; gift administration including updating our CRM system, liaising with the Finance department and ensuring donors are appropriately and swiftly thanked. In addition, creating slide decks and proposals about our artistic programme and other activities for potential donors and sponsors, as well as helping to plan and deliver events with the team's support. The successful applicant be fully trained on our database Tessitura and on Microsoft Teams.

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Excellent spoken and written English.
- Experience of using Microsoft office would be desirable.

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SOMERSET HOUSE TRUST - EXHIBITIONS TEAM

JOB TITLE: EXHIBITIONS ADMINISTRATOR

We are seeking an Exhibitions Administrator to assist with supporting the team with the delivery of our Exhibitions Programme. Working closely with the Exhibition Managers this role will be responsible for a variety of administrative aspects of exhibition organisation, including scheduling, database entry, and some aspects of registrarial duties. As part of the Exhibitions team you will support the smooth running of the department and contribute to the development and staging of two major Somerset House exhibitions, as well as a number of mid-size and smaller projects. The ideal candidate will thrive in a fast-past environment, enjoy problem solving, and be a team player.

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Experience of working on creative projects as a member of a team
- Experience of databases
- An understanding of picture research, copyright and printing
- Excellent organisation and administrative skills
- Helpful and positive solution-based attitude, ability to work within a team and across departments
- Highly organised, ability to prioritise a varied workloads and manage time and resources
- Excellent verbal and written communication skills
- Understanding of project management
- Computer literacy: ability to use database, word processing, spreadsheet, image manipulation, email and internet applications
- Ability to work under pressure, while retaining a rigorous attention to detail; Knowledge and interest in contemporary art or cultural exhibitions

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HOFESH SHECHTER

JOB TITLE: PROJECT ADMINISTRATOR

Hofesh Shechter is a boundary-breaking dance company that produces exceptional work with, at our core, a diverse tribe of extraordinary international dancers. We believe that dance has the ability to prod and poke and tap into our deepest emotions; a visceral part of ourselves that we rarely access in modern life. We dance to know what it feels like, not just to live, but to be alive. In all our work, we strive to move ourselves, and our audiences, beyond reason.

The role of Project Administrator will work in a variety of areas across the company, including but not exclusive to:

- **Touring & Creative Projects** (coordinating travelling and accommodations needs, supporting at performances, arranging petty cash requirements, and communicating with venue partners)
- **Learning** (support with the run up and delivery of workshops and our Intensive Programme, keep records of costs and help to distribute information to relevant people)
- **Communications** (Working on administrative roles in marketing and communications with special emphasis on proofing venue-marketing material, obtaining advance box office sales figures, final box office reports and anonymised data collection for funder monitoring)
- **Development** (researching trusts, foundations and individuals as requested by the Head of Development, working on cultivation events, press nights and premieres including supporting on invitations, RSVPs and final guest lists)
- **Office Administration** (Updating and maintaining the company's databases and internal systems, monitoring the office supplies and communicating relevant information to the Administrator, supporting on credit and charge card reconciliation and being the first point of contact via phone and managing the Info, audition and participation inboxes)

ESSENTIAL

- An enthusiasm for arts and culture
- Ability to maintain administrative systems and procedures
- Excellent verbal and written communication skills and ability to relate to a wide range of people in person, by phone and email with initiative to handle enquiries appropriately
- Excellent organisation skills combined with exemplary attention to detail and clarity of communication
- Self-motivated, efficient and effective team member with the ability to work on own initiative and a positive and creative attitude towards problem-solving
- Good time management skills
- Computer literate with good working knowledge of Excel, Microsoft Word and Outlook

DESIRABLE

- Enthusiasm for contemporary dance and the work of Hofesh Shechter Company
- Experience of administrative work

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SOMERSET HOUSE TRUST - LIVE EVENTS

JOB TITLE: PRODUCTION ASSISTANT

This role involves shadowing Production Managers and developing technical and project management know-how to contribute to the production of large-scale live events, such as; This Bright Land and Skate at Somerset House with Moët & Chandon. The successful candidate will contribute to the development of builds and programmes from inception to final presentation. This role would be particularly suited to someone who has an interest in production, project management, operations, and logistics – however, there will be opportunities to work across a variety of different environments and scenarios relating to delivering an event. There may be opportunities to support production managers on other projects that are held by different departments, such as Morgan Stanley Lates, 154 Art Fair and more, and to work with the producing team on planning one-off events such as event launches.

Some responsibilities may include liaising with contractors and sponsors, developing production schedules and specs, attending meetings, finding solutions to potential risks and issues, and running events on the night. The workload has the potential to be strenuous at times, with aspects of the job requiring manual handling and occasionally working evenings and weekends, which will require flexibility from the applicant and a positive, can-do approach.

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Time-management
- Organisation
- Experience or interest in working in small, medium, or large-scale events
- An enthusiasm for Somerset House and our cultural programme.
- Inquisitive, eager to learn and would benefit from a fast-paced environment.
- Strong collaboration and teamwork and a problem-solving attitude.
- Strong administration and scheduling skills, with an interest in how projects are delivered.
- Willingness to undertake manual handling and work varied hours.
- The ability to work flexibly, with hours occasionally including evenings, weekends and bank holidays would also be necessary in this role.

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ONDABEAT

JOB TITLE: STUDIO TALENT ASSISTANT

This opportunity is designed to put you in contact with technicians, creatives, and executives who are at the forefront of the industry. This will allow you to be involved in moments that are at crucial junctions of creating a future hit. You will be supported to develop a network of key people at all levels, grassroots, independent and corporate, through virtual platforms and in-person experiences.

The work of your placement will be crafted into a digital portfolio that you can use to support future career development and networking within the industry.

What We are looking for

A skillful communicator with a creative approach to complement the technical and business operations team of the leading boutique audio production studio.

You are a collaborative team player and have experience working within an expanding team with flexible needs.

You will bring with you experiences of audio production environments either as a Sound designer, producer, engineer, or songwriter. You should be proactive and service industry-oriented.

The Mindset

A creative mindset and a passion to help. You will be working in a small team. You may be required to provide on-site or remote support to the technical staff.

We are looking for passion embodied in a client service role. This opportunity will put you in touch with those who are at the forefront of the industry and give you the opportunity to be behind the scenes of developing the story of the On Da Beat Brand.

SUITABLE CANDIDATES WILL:

- Be able to use mac and or pc audio production program
- Have some experience in studio environments, whether home or full scale
- Have a knowledge of current trends in the music scene
- Have the ability to oversee and execute social media planning/schedule
- Be efficient and reliable and great at timekeeping
- Have good communication skills
- Be proactive and use initiative
- Be able to take photos of decent quality (no blurry pictures please! Unless it's arty)
- Able to meet deadlines efficiently
- Adapt and learn the role on the go and at a quick pace
- Be a good listener and be confident in executing ideas

AS WELL AS BEING PART OF THE TEAM YOU WILL RECEIVE:

- CV development
- Portfolio development
- Intrapersonal and pastoral support to help develop soft skills
- Virtual and in-person networking
- Technical training
- Career advice
- Access to educational, enriching, and engaging industry-related and, non-work activities

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ROYAL SOCIETY OF LITERATURE

JOB TITLE: MARKETING AND ADMINISTRATION ASSISTANT

We are seeking an organised and motivated Marketing and Administration Assistant to contribute to our work as the UK's charity for the advancement of literature. The successful applicant will provide support to staff in the small, friendly team based at Somerset House, London.

Main Duties

- To help engage people in literature and build long-term support for the RSL, by promoting activities on social media
- To help honour and encourage great writers, by providing administrative support for the RSL's awards and prizes
- To enhance the organisational effectiveness of the RSL, by assisting the Head of Operations and Administration Manager in a range of administrative tasks

The candidate will have the opportunity to work on a range of projects and gain skills in the following areas:

- General administrative experience including correspondence, office management and scheduling
- How to support a small team with a full workload Database and CRM software management Customer service, through interactions with contacts over the phone, by email and face-to-face at events.
- Events management and insight into programming
- Marketing and promotion, as well as interacting with people, on social media channels (Facebook, Twitter and Instagram)
- Project management, including review and planning
- An understanding of fundraising and charity processes
- Time management and priority setting
- Opportunity to observe and feed into a programme of work celebrating the range of writing and writers in the UK

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Ability to work independently and as a member of a team
- Excellent written and verbal communication skills
- Strong organisational skills and attention to detail
- Ability to prioritise tasks Excellent IT skills (including Microsoft Office and major social media channels)
- Absolute discretion when handling sensitive information
- A passion for reading and the arts
- Experience of creating and editing online content using Canva or the Adobe suite (desired)

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[Visit Royal Society of Literature's website →](#)



SIREN

JOB TITLE: DIGITAL ASSISTANT

We are looking for an enthusiastic individual to join our agency to contribute and provide creative ideas to help achieve our client goals. You will have administrative duties in developing and implementing marketing strategies.

As a Digital Assistant, you will collaborate with our client account teams in all stages of campaigns. Your insightful contribution will help develop, expand and maintain their marketing channels.

This placement will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in digital marketing and should be prepared to enter our fast-paced work environment.

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Excellent skills in tech & social media are essential.
- Office or organisation experience or working within a team will be a bonus. manipulation, email and internet applications
- Ability to work under pressure, while retaining a rigorous attention to detail; Knowledge and interest in contemporary art or cultural exhibitions

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SOMERSET HOUSE TRUST - COMMERCIAL EVENTS

JOB TITLE: PROJECT AND OPERATIONS ASSISTANT

The primary function of this role is to support the Projects and Operational Teams with the planning and delivery of Somerset House's varied range of events. The Project and Operations Assistant will gain transferable skills and experience as well as exposure to creatives within Somerset House Trust, the wider community, and clients.

The role will also include administrative tasks associated with contracting and planning these events such as scheduling meetings, setting agendas, attending production meetings, and taking accurate minutes, following up with meeting action points as well as other ad hoc responsibilities.

The Project and Operations Assistant will conduct site visits with clients, their production teams, and their galleries; assist with finances, such as raising supplier purchase orders and tracking expenditure; build relationships and liaise with internal departments such as Marketing, Press and Ticketing to ensure alignment across each project; book staff where necessary and assist with the overall administrative planning of operations.

Other tasks will include accurately updating the event and venue management system (Priava) for each exhibition, ensuring that all spaces are inputted correctly to avoid clashes across the Trust; gathering and managing supplier documentation and carrying out any other reasonable duties in line with the post as may be required from time to time. This will include working onsite during the build, event, and de-rig of certain events and exhibitions, which may involve occasional out of hours work.

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- A positive, 'can-do' attitude, together with excellent prioritisation, organisational, and time management skills.
- A methodical approach and a keen eye for detail to ensure accuracy.
- The ability to thrive in a fast-paced working environment is key, as well as a passion for the creative industries and Somerset House's vision, goals, and cultural programme.
- Experience in an administrative role, or with administrative duties, preferred and previous event planning experience is beneficial but not essential.

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