

Heritage Assistant Role (casual)

Details of the role

Title: Heritage Assistant

Hours: Casual: determined by project needs and availability

Wage: Living wage (currently £7.83 per hour, increasing to £8.21 in April 2019)

Deadline to Apply: midnight Wednesday 20th March 2019

Interview date: Wednesday 3rd April 2019

Culture Syndicates are seeking a personable, confident team-worker with a passion for heritage and arts to gain experience and provide project support in this exciting, varied and flexible role.

Your role will be a casual Heritage Assistant on project work. You will gain skills and experience in the heritage environment and working for a professional cultural company.

Your core activities are determined by Culture Syndicates' current projects with heritage and arts organisations, and are likely to include a variety of activities to support their projects:

- Undertaking evaluation surveys and creative audience data collection at client events
- Assisting with focus groups and audience engagement projects
- Inputting audience data in our software and assisting with data analysis
- Research to contribute to project evaluations and viability studies
- Documenting, wrapping and moving historic collections
- Cleaning, labelling and marking historic objects

Our clients include organisations as diverse as National Trust, Local Authority museums, voluntary groups, private organisations with collections and national research bodies. For examples of our project work, please see www.culturesyndicates.co.uk/projects

You are also required to undertake basic tasks associated with being a Culture Syndicates' worker, such as:

- Basic administration e.g., producing your own invoices, keeping a time log and keeping the staff rota up to date
- Basic financial record keeping e.g., recording your pay
- Attending training to further development and skills
- Attending occasional, paid team meetings

Culture Syndicates specialises in developing sector entrants' employability skills through practical experience and tailored mentoring so there are opportunities for further tasks and responsibility, depending on levels of engagement with the company and your own interests.

The role is freelance – we provide comprehensive training and support to register as self-employed and complete your annual tax return. You can be a student and/or employed elsewhere as well as be self-employed.

Person specification

Essential qualities

Knowledge & experience

- Basic administrative tasks or office procedures (paid or unpaid)

Skills & abilities

- Computer literate and proficient in Microsoft Office programmes, including Word and Excel
- Good verbal and written communication; committed to maintaining efficient email and telephone communication with colleagues
- Good team-working and interpersonal skills
- Works well independently whilst following guidance: able to prioritise and achieve deadlines

Characteristics & attributes

- Adopts a positive attitude and willing to assist others even when busy
- Interest in and knowledge of museums/cultural organisations, and the heritage and arts sector
- A willingness to travel within the East Midlands and beyond for project work, meetings and training
- Flexibility: available for daytime, weekend and/or evening work and meetings*

Desirable qualities

Knowledge & experience

- Basic financial record keeping

Skills & abilities

- Proficient in social media and enthusiastic to develop Culture Syndicates' online presence

Other requirements

- A valid driving license and access to a car
- A willingness to travel outside of the East Midlands

* Rotas are designed to fit around your commitments but we require a certain level of flexibility and availability

About Culture Syndicates

Our vision

Culture Syndicates provide specialist advice and support to heritage and arts organisations.

Our vision is a thriving cultural sector in which every organisation has support to build and achieve good business, workforce and community engagement models.

Our mission

Enabling culture

We support cultural organisations to achieve best practice relating to planning, strategic development, cultural projects and workforce.

Building employability

We create paid developmental opportunities for emerging professionals and champion sustainable workforce development in the cultural sector.

Our brand values

Integrity

Our social mission guides all elements of our practice. Our services are tailored so every organisation has access to an appropriate level of support. We stand for sustainability: we actively champion proper conditions for workers and strive to create projects with feasible legacies.

Innovation

We empower our team-members, clients and stakeholders to create exciting, creative projects. Our strong industry connections draw knowledge and understanding from the wider sector into our practice. We actively share our experiences and learning with colleagues to lead the development of the sector.

Inclusion

We strive for best practice in our services and understand that achieving this looks different for every client and stakeholder. Where limitations or barriers exist, we find solutions to work within these or overcome them. We stand for diversity: we create opportunities and equality of access for everyone to engage with, and work in, the arts.

For further information or if you have any queries, please contact Hollie Davison on hollie@culturesyndicates.co.uk or 07929215264. As an equal opportunities employer, committed to workforce development, we encourage you to contact us to discuss the role and applying.

To apply, please send a CV and covering letter to Hollie Davison on the details above.