

Threshold Studios: Programme Assistant

Please find enclosed:

- Job Description
- Person Specification
- Background information to the organisation
- Cultural Equity Statement

If you require any further information please email sophia@thresholdstudios.tv to set up a conversation with our Programmes Director, Sam Lindley.

How to Apply

If you are interested, please supply a cover letter that would outline your approach to the role and relevant experience (maximum 2 sides A4) and a CV with 2 referees to : sophia@thresholdstudios.tv

Please submit all applications by **27th April**

Successful shortlisted applicants will be notified by **4th May**
Interviews will be held on **9th May** in Northampton.

We hope for the successful applicant to commence employment as soon as possible at the beginning of May

Advertisement and Job Description

Title: Threshold Studios Programme Assistant

Responsible to: Director of Programmes

Hours: 24 hours per week

Salary: £18,000 pro rata

Base: Northampton with scope to travel to other locations such as Nottingham, Lincoln and other UK locations.

Purpose of Job/ Key objectives

We're looking for an enthusiastic, dedicated and dynamic Programme assistant. This job is a new role that will support the day to day running of the organisation as well as delivery of projects and initiatives to a high standard.

You will work closely with the Director of Programmes as well as supporting the staff team. You will be a detail-orientated problem solver that will work as an integral part of the team to ensure smooth operations and successful results.

The role would commence from May 2018 with a 4-month probationary period

Tasks and responsibilities:

The role includes but is not limited to:

Admin:

- Managing diaries and team schedules
- Supporting bid writing and reporting
- Assisting with production archiving and digital assets
- Point of contact at the main office
- General admin responsibilities – including contracting, financial reporting and office management and proofing, formatting and preparation of documents
- Supporting with fulfilment of Arts Council reporting requirements
- Maintaining and updating company policy and procedure documents

Projects:

- Co-ordination and support for exhibition installs staffing and delivery
- Co-ordination of events and workshops
- Management of hospitality and travel for artists and events
- Research and development to support new schemes of work and initiatives
- Support recruitment and delivery of creative graduate accelerator and development schemes
- Creation of production schedules and overseeing successful delivery and completion

Stakeholder relationships, reach and visibility

- Communicating with the partners, board and stakeholders to co-ordinate meetings
- Communication with HEI partners to co-ordinate related projects and meetings
- Preparation of papers for stakeholder and board meeting meetings
- Being a point of contact for the organisation for partners, stakeholders and board to direct enquiries to the relevant staff team members

Person Specification:

The ideal candidate for this role will be a good problem solver with excellent organisational abilities and attention to detail. Strong interpersonal and communication skills are required.

You will need to demonstrate:

- Attention to detail, always setting high standards for yourself
- Initiative and a commitment to completion of tasks
- The ability to work under pressure, in a fast-paced environment and strong management of deadlines and workflow
- A friendly and positive approach and able to work with a range of different people
- The ability to work as part of a team as well as independently
- The ability to multi task across a number of different projects
- Strong written communication skills
- Good time management

Essential Skills and Experience:

- Experience in an organisational capacity within an arts/creative setting
- Experience of working and communicating with a wide range of people
- Experience in working on projects or within an organisation.
- Experience of working with and communicating with a wide range of people.
- Minimum 2 years experience working within arts or digital settings.

Desirable Skills and Experience:

- Experience with Arts Council National Portfolio organisations and publicly funded projects
- Commitment to social change and opening access across the arts
- Experience of working or assisting with arts or participatory projects

About Threshold Studios

Threshold Studios have been producing new media art and diverse audience engagement since 1998, with specialisms in moving image, digital and emerging technologies. We also produce and curate high-quality, no barriers festivals (Frequency festival) with a commitment to democratising arts engagement – enabling those who might not regularly attend gallery or cultural spaces to experience surprising and playful art that has meaningful relevance to their lives and that they feel empowered to engage with again.

We are a social enterprise that is committed to fostering new talent through devising initiatives and development schemes to offer routes into the arts and media industries, with a particular focus on those from diverse backgrounds and those who are currently under-represented in these industries.

As a consultancy we play a strategic role in the development of the arts and creative industries, mentoring individual artists and creative organisations through periods of change or development. We also work with Universities, businesses, and local authorities to design creative projects that engage both existing communities, offer cultural solutions and new audiences.

Threshold are currently an Arts Council England National Portfolio organisation.

www.thresholdstudios.tv

Cultural Equity Policy and Statement: Cultural Equity at the Core

1. Introduction

Threshold Studios is dedicated to the development of culturally diverse creative industries. The team is active in widening access to participation in arts, culture, film, video, and multimedia activity for people facing socio economic disadvantage and/or under-represented origins. Its Directors are advocates at regional and national level for the development of regional media production and access to the production and distribution process.

2. Ethos

Threshold Studios' primary focus is the use of creative media for social change. Media and creative technologies are inherently embedded into our lives. People can shape the future through the power held in these abundant technologies. For Threshold Studios these technologies bring opportunity to enable people to be involved in social and personal expression and development, professional communication, and learning. There is power in your fingertips.

Our programmes empower individuals through mentored creativity, training, and opportunities to take part in and engage in activity and development underpinned by an ongoing commitment to continued support. We develop our programmes through a blend of strategic influence, multi-agency project design and investment and we deliver through an experienced network of practitioners who adopt Threshold's practices and approach.

3. Cultural Equity Statement

The principles of Cultural Equity are at the core of our organisation: the encouragement and collaboration between people of diverse ethnic and cultural backgrounds. These principles are the foundations of our relationships with participating individuals, communities, practitioners, partners and stakeholders.

Threshold is committed to ensuring that:

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Training, development and progression opportunities are available to all staff.

All members of the workforce recognise that Cultural Equity in the workplace is good management practice and makes sound business sense.

The organisation regularly reviews its employment practices and procedures, and, if necessary, modifies them to ensure fairness.