

## Arts Programme Assistant

<b>Department</b>	<b>Arts</b>
<b>Reports to</b>	<b>Arts Programme Coordinator</b>
<b>Pay</b>	<b>£13.15 per hour, up to 15 hours per week during term time</b>

### Purpose of the job:

The Arts Programme Assistant will provide key administrative and communications support to the artsUCL team. They will support us in creating, editing, posting and scheduling engaging content/copy to showcase our societies, community and programmes across multiple channels. They will support the team with administrative tasks such as inbox and website management and will provide flexible assistance across the team as needed, enabling a cohesive and high-quality experience for the artsUCL community.

### About the Union:

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the union leads an essential role in helping them to achieve things they may have never thought possible. As a charity we deliver a wide range of services and representative functions for students.

### Our Vision:

To be the best part of the UCL student experience.

### Our Mission:

We're here to help students...

- Make more of their time at UCL.
- Get more of the support they need from our advice and welfare services.
- Be more connected with the university and other students as we represent and reflect their views.
- Experience more at university through our societies, activities, sports and events.
- Feel more at home in our excellent spaces.

### Our Values:

Student Driven, Inclusive, Inspiring, Fun and Bold.

## Job Description:

### Communications

- Capture and edit content to promote the artsUCL programme, productions, events and initiatives effectively.
- Generate creative ideas for engaging content that resonates with the demographics of the artsUCL community.
- Schedule posts across social platforms, including Instagram and TikTok, to ensure timely communication of events and opportunities.
- Provide support for the upcoming artsConnect online platform, ensuring all opportunities are suitable and relevant for the artsUCL community.
- Keep artsUCL webpages up to date, and ensure all resources online are updated regularly.
- Work closely with the Arts Programme Coordinator in managing the artsUCL inbox to ensure efficient handling of communications and requests, assigning queries to relevant members of staff.

### Programmes

- Cross-reference sign-ups and registrations to maintain accurate records and ensure participant information is up to date.
- Assist with Programme related queries by providing timely and helpful responses via the artsUCL inbox.
- Handle programme administration tasks, including checking practitioner packs to ensure all necessary materials are prepared and organised for sessions.

### Ad-hoc support

- Offer ad-hoc support for events as needed, assisting with logistics and ensuring a smooth experience for participants.
- Support with overseeing the Music Practice Rooms, ensuring students are adhering to bookings policies when utilising the automated booking system.

### Other

- The role will require the post holder to work a variety of hours, including regular evening and irregular weekend shifts as directed by the Arts Programme Coordinator.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- Actively comply and promote UCL's equal opportunity policy.
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its' grading as requested by the Arts Programme Coordinator.

## Person Specification

### Essential

- Strong IT skills including proficiency with Microsoft Word, Excel, Outlook.
- Attention to detail.
- Confident working with data and databases.
- Ability to work unsupervised.
- Ability to prioritise tasks.
- Teamwork skills.
- Fluent written and verbal English.

### Desirable

- Knowledge of student artsUCL wider community at Students' Union UCL.
- Knowledge of artsUnlocked and artsLab programmes at Students' Union UCL.
- Knowledge and experience of Canva, Abode Suite, Instagram, TikTok, Photoshop.
- Experience of delivering events.

<https://studentsunionucl.org/jobshop>