

**RECRUITMENT PACK:
Programme Assistant (Maternity Cover)**

Dear Applicant,

Thank you for your interest in the position of Programme Assistant at LUX. You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job Description
- Person Specification
- Equal Opportunities Monitoring Form (separately attached)

To apply, please send the following items in a single email addressed to jobs@lux.org.uk using the subject line: PROGRAMME ASSISTANT APPLICATION. Application materials must be submitted in PDF format and be received no later than 12am (Midnight) on Monday 7 January. Any applications received after this time will not be considered. If you have any particular access needs or need any help applying then please contact us at job@lux.org.uk or telephone.

Your application must include:

- A covering letter – stating why you wish to apply and outlining your relevant skills and experience for this role. Please limit your response to no more than 2 sides of A4.
- A CV – detailing your relevant educational and professional experience.
- A completed Equal Opportunities Monitoring Form (separately attached)

Deadline for applications is Midnight on 7th January 2019

Applicants shortlisted for interview will be contacted by 5pm on Friday 11 January. Interviews will take place at LUX in London on Thursday 17 January.

Data Protection

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process.

Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.

Job Description

Title: LUX Programme Assistant (Maternity Cover)

Employer: LUX

Location: LUX, Waterlow Park Centre, Dartmouth Park Hill, London N19 5JF

Salary: £22,000 pa (0.6 pro rata)

Start Date: From January 2019

Contract: Temporary 12 Month, with 1 month probation period

Working Hours: 3 days a week, 10am – 6pm with one hour for lunch (with some evening and weekend work as required. Overtime is compensated by time off in lieu)

Reports To: LUX Deputy Director

Responsible For: Relevant freelancers, work placements and interns

LUX is a public arts organisation that supports and promotes visual artists working with the moving image. Based in London and Glasgow, it delivers a range of activities including exhibitions, screenings, educational projects, commissioning and research. It also manages Europe's largest collection of films and videos made by artists and distributes them to museums, galleries and festivals around the world. It is based in its own building in Waterlow Park, Highgate, North London and offers a friendly, creative working environment.

LUX is seeking a creative and highly organised Programme Assistant to join its small friendly team as maternity cover until March 2020. The role is central to the development and delivery of LUX's ambitious programme, including its monthly exhibition series **BL CK B X**, as well as screenings, performances, workshops and courses.

The post-holder will work closely with the Deputy Director, as well as the Director and members of the Distribution team. They will assist with research, planning and implementation of the public programme. They will lead on all communication strategies, social media, and marketing related enquiries, and create and deliver relevant supporting visual materials—this includes posters (digital and physical), press releases, and exhibition booklets. They will oversee creation of all newsletters, including the weekly newswire, which aggregates all artists' moving image related events in London, and should be available to work at some events and exhibition openings. The post-holder will update and maintain the LUX website, manage and archive documentation of LUX projects and press, and audience monitoring. They will oversee website traffic, using google and social analytics, and its relation to posted content, collection, and shop products.

Please note this role involves regular evening and weekend work supporting LUX public events with time of in lieu, so a degree of flexibility is needed in this role.

Candidates should have at least one year's experience in a similar role, or have conducted relevant work experience.

LUX particularly welcomes applications from individuals from ethnic minority backgrounds, from low income backgrounds and disabled people all who are currently underrepresented in the visual arts sector in the UK.

The below details and task descriptions are not wholly comprehensive or restrictive and do not form part of the contract of employment.

Job Specifications

- Assist the Deputy Director and Director in research, planning and production of the public programme
- Update and monitor LUX website and social media
- Copywrite and proofread programme communication, website and social media content
- Oversee the design and print of press releases, posters and exhibition booklets
- Assist at LUX events (often on weekends, and in the evenings)
- Manage and archive documentation of LUX projects, and press
- Organise and assemble press materials for collection, and public programme
- Create relevant marketing campaigns across social media, and mailchimp
- Compile and distribute programme listing information
- Develop new marketing and communication strategies
- Maintain media and press list
- Elaborate new audience development strategies
- Oversee audience data collection/monitoring
- Maintain and update weekly list of artists moving image related events in London (for Weekly Mailout)
- Keep up-to-date with artists' moving image specific news
- Competently represent LUX at public events
- Follow company health and safety procedure at all times

Any other duties as reasonably requested

Essential Person Specification

- Demonstrable knowledge of and interest in contemporary visual arts
- Excellent oral and written communication skills
- Initiative and the ability to learn quickly
- Excellent organisational skills and attention to detail
- The ability to work well both as part of both a hard-working team and independently.
- Reliable and punctual
- Ability to use social media effectively
- Knowledge of Google Analytics
- Commitment to the aims and activities of LUX
- Commitment to equal opportunities

Software Knowledge

- Proficient with Microsoft Office (necessary)
- Proficient with Adobe Photoshop and InDesign (desirable)
- Understanding of Google Suite (necessary)
- Knowledge of Filemaker Pro (desirable)