

Employer Greater Manchester Arts Centre (HOME, 2 Tony Wilson Place, Manchester, M15 4FN)

Job Title: Programme Assistant (Apprenticeship)

NAS Reference Number: 607105

Main purpose of job: This is a key support role within the visual art and film teams of HOME, providing administrative support to enable the effective operation of the organisation. The post-holder is responsible for managing the schedules of the Artistic Directors for film and visual art, guest management for both teams, and assisting with events.

This apprenticeship has been created as part of the Creative Employment Programme. The Creative Employment Programme is an Arts Council England fund to support the creation of traineeships, formal apprenticeship and paid internship opportunities in England for unemployed young people wishing to pursue a career in the arts and cultural sector. You can find out more at: <http://creative-employment.co.uk/the-creative-employment-programme>

There are certain criteria you must meet in order to be eligible to apply for a Creative Employment Programme funded apprenticeship:

- At the time of applying you must be aged 18 to 24 years old and you must be unemployed and registered with the Apprenticeship Vacancy Matching Service. (Note: to apply for an apprenticeship at HOME you must be aged 18 or over by 1 September 2015).
- Applications will only be considered from people permanently resident within the boundary of the City of Manchester. To check you are a resident within the area covered by Manchester City Council, you can see which ward you live in here: www.manchester.gov.uk/councillors

The Programme Assistant is a training position and the post-holder will undertake a programme of on and off the job training with work based guidance and mentoring leading to a 3 qualification in Community Arts. This apprenticeship post is attached to the Government's National Apprentice Framework and therefore to be eligible for consideration for this post you must not hold a degree qualification.

Apply:

To apply please visit the National Apprenticeship Service Vacancy Matching Service:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/607105>

The deadline for applications is **10 September 2015**. Interviews with shortlisted candidates are likely to take place **17 September 2015**.

Want to find out more about HOME? Come for an informal tour on Tuesday 8 September, 11:00-12:00. (RSVP to lee.ashworth@homemcr.org) For an informal chat about your application, please contact Lee Ashworth on 0161 212 3456 or email lee.ashworth@homemcr.org.

GMAC is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

Hours per week: 35 hours per week

Salary: £12,885 p.a.

Contract Duration: 1 year

Introduction to HOME:

HOME is the trading name for Greater Manchester Arts Centre (GMAC).

In April 2015, HOME a new purpose-built centre for international contemporary art, theatre, film and books opened its doors for the first time in Manchester, as part of the vibrant new First Street development.

From gallery to screen via café bar and bookshop, HOME will redefine the contemporary arts centre, creating a space where ideas, hopes and moments of wonder ricochet off walls and lodge themselves in the headspace of audiences old and new.

Formed by the merger of two of Manchester's best-loved arts organisations, Cornerhouse and the Library Theatre Company, the new organisation aims to make a HOME for curiosity seekers, for lovers of the dramatic, the digital and the deeply engaging, for radicals and reciprocators.

HOME's two new theatres - a 500 seat theatre and 150 seat flexible studio space - will be a playful platform for new, commissioned work. The five cinema screens will light up with challenging, independent film work. The 500m² 4m high gallery space will be home to the very best in contemporary art. The café bar and restaurant will offer delicious food and inviting spaces to relax and discuss in.

This will be more than stage and screen, however. HOME will be a centre for co-production, artistic creation and sharing. It will be dedicated to learning, for people of all ages. A place for new work and playful ideas; of festivals and commissions; of artists and of audience engagement.

Key tasks / Main duties:

- a) Provide administrative support to the visual art and film artistic directors, including diary management and coordinating travel arrangements.
- b) Provide administrative support for guest management for the film and visual arts teams, including travel booking and confirmation letters for artists and filmmakers.
- c) Provide administrative and hands-on support for visual art and film events.
- d) Attend and contribute to regular team meetings.
- e) To carry out any other duties as may reasonably be required.

Opportunities for Training:

This is an Apprenticeship training role where the successful applicant is expected to remain in post for the duration for the contract and complete the qualifications connected to the apprenticeship programme.

Responsible to (reporting relationship) Artistic Director (Visual Art)

Person Specification

Criteria	Essential	Desirable
Qualifications		5 GCSEs A*-C, with grade C in English and Maths
Attainments / competencies / interests / special aptitudes	<p>Interest in the processes that support the running of a contemporary arts centre</p> <p>Enjoys working with schedules</p> <p>Experience of standard office computer programmes, including Word and Excel.</p> <p>Excellent people skills, and enjoys regularly communicating with new people through face-to-face, telephone and over email</p> <p>Enjoys variety and would welcome the opportunity to work with different aspects of the HOME film and visual art programme</p> <p>Supportive of team members</p> <p>Clear communication skills</p> <p>Good timekeeping and time management skills</p> <p>Organised and motivated</p> <p>Committed to the principles of equality and diversity</p>	<p>Friendly and open personality with the ability to communicate with a diverse range of people</p> <p>Interest in contemporary art and film</p>