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| Role Profile  Arts & Creative Project Assistant | | | |  | |
| Role Title : |  | Arts & Creative Projects Assistant – 1 Year Fixed Term Contract | | |
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| Hours of Work: |  | 35 hours | | |
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| Salary: |  | £19,380 per annum | | |
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| WMC is a home for the arts in Wales, and a cauldron of creativity for the nation. We fire imaginations by curating world-class, critically acclaimed touring productions, from musical theatre and comedy to dance, cabaret and an international festival. We kindle emerging talents with fresh, provocative and popular pieces of our own, rooted in Welsh culture. And we ignite a passion for the arts in young people with life-changing learning experiences and chances to shine in the spotlight.  At long last, we are gearing up to gradually reopen Wales Millennium Centre, so that we can get back to doing what we do best - showcasing world leading performances and providing life enhancing experiences.  In the meantime, a great deal of work is going on behind the scenes to ensure that we are fully prepared for our reopening, based on advice from our colleagues in Welsh Government.  This is to ensure that we reopen safely, with visitors, staff and artists feeling completely confident that our building is COVID-safe. We are, therefore, planning a phased reopening over the coming months.  **We are Wales Millennium Centre. Fire for the imagination** | | | | |
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| Primary Purpose**:** |  | To support the Arts & Creative Project Manager with the day-to-day administration, health & safety and compliance of the Creative learning and Community engagement teams within Arts & Creative department.  The Arts & Creative Project Assistant will work closely within Community Engagement & Creative Learning assisting on the logistics of the Centre’s own projects and provide administrative assistance.  For this role, we require good levels of conversational Welsh plus basic Welsh written skills to produce email correspondence. We are looking for candidates who take an interest in the Arts, full training will be provided to undertake the role. | | |
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| Specialist  Accountabilities: |  | 1. To use the Centre’s finance software such as SageX3 to raise PO’s in a timely manner for suppliers to be paid on time. 2. To use Office 365 to manage the departments folders within Share point 3. To understand and input data to the department’s budget trackers, ensuring all the relevant information is entered enabling the budget holder to have an accurate up to date view of their budget at any time. 4. Play an active role in artist liaison when required. 5. To be able to input and extract data using Tessitura, including sending e-flyers and invitations to manage guest lists and artist development contacts. 6. Support the Arts & Creative Project Manager to complete / collate Health & safety specific documents such as Risk assessments and the creation of Project specific OP Order’s 7. Support the Arts & Creative Project Manager where required 8. Be responsible for the creation of letters of support provided by the Centre. | | |
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| Generic  Accountabilities: |  | |  | | --- | | 1. **Compliance –**To ensure that you are aware of and adhere to:  * Safeguarding and apply correct actions including following the Centre’s own safeguarding Policy. * Comply with GDPR regulations when retaining personal data and manage data accordingly reporting any breaches and that confidentiality is maintained * Supporting the Community Engagement team and Creative learning and Line Manager with the Health and Safety of self, and others; | |  | | 1. **Administration –**  * Be the first point of contact for general enquiries both internally and externally into the Community Engagement team and Creative learning teams inboxes’ and ensuring that telephone and email enquiries are forwarded to the correct member of each team * Assist the Community Engagement team and Creative learning team in the management of all financial processes, including preload Cards, budget tracker entries, raising of PO’s and the requesting Per Diems and Petty cash. * Raise PO’s for contracts/staff to comply with contract upfront and receipt at completion of each line. * Ensure any invoices received directly are submitted to finance in a timely manner. * Support the Community Engagement team and Creative learning team with day-to-day tasks to support the management of projects, including administrative processes arranging meetings, carrying out research, minute taking, typing notes, organising and attending meetings, photocopying and printing. | |  | | 1. **Project assistance**   Play an active role, Project assisting in Departmental projects within:   * Community Engagements such as Community banquet and lantern parade * Creative learning such as Radio Plafform, Youth festivals and School engagement  1. **Perform other functions incidental to the Departments activities as needed / requested** | | | |
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| Success Measures: |  | * *Success against Horizons and annual objectives* * *Staff / Customer Satisfaction and Feedback* * *Internal Feedback Mechanisms* | | |
|  | **This role profile sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.** |  | | |

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| What We Are Looking For…  Arts & Creative Project Assistant |  |
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When preparing your written application you will need to provide evidence for the following essential and desirable competencies. In considering each, please use an example of where you have done this previously, either in a work or other situation.

A. Responsibility

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Taking a logical approach to allocated tasks including the planning and preparation of scheduled meetings | x |  |
| 2. | Adapt good ideas to help deliver improvements within the Community Engagement team and Creative learning team | x |  |
| 3. | To understand the demands and pressures of the Community Engagement and Creative Learning teams within the Arts & Creative department including proactively preparing for their anticipated requirements | x |  |
| 4. | The ability to work under pressure and manage own time effectively | x |  |
| 5. | Experience / Health & Safety qualification |  | x |

B. Knowledge

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Ability to interpret and constructively use, and produce information in Microsoft Office packages such as Word, Excel and Outlook 365’s share point | x |  |
| 2. | An enthusiasm for working in a high-profile organization | x |  |
| 3. | Understanding of Box Office and CRM systems, such as Tessitura and finance systems such as Sage X3 |  | x |
| 4. | To be able to input / extract data on tessitura to include the creation of mailing lists, guest lists and artists development contacts |  | x |

C. Values

Please refer to how you meet these essential requirements in your application.

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| --- | --- | --- | --- |
| **No** |  | **Essential** | **Desirable** |
| 1. | Embed and to promote the values within your role, and the team | x |  |
| 2. | Positively representing the team and organisation in various forum’s | x |  |
| 3. | Being flexible and the ability to have a proactive approach to managing workload and multiple projects | x |  |
| 4. | Work with teams across the Centre to deliver projects and events in line with the Centre’s values and vision | x |  |
| 5. | A passion and commitment for working in the arts | x |  |

D. Communication

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Proactively sharing information with others | x |  |
| 2. | Feedback any salient information from both colleagues, supplier or guests | x |  |
| 3. | Asking for assistance when required | x |  |

E. Environment

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | Contribute to effective ways of working | x |  |
| 2. | Commitment to the provision of excellent customer service to both colleagues and customers always. | x |  |
| 3. | Deal with unexpected issues |  | x |

F. Welsh Language

Please refer to how you meet these essential requirements in your application.

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| **No** |  | **Essential** | **Desirable** |
| 1. | The ability to speak Welsh | x |  |
| 2. | The ability to listen and understand conversations in Welsh | x |  |
| 3. | The ability to write in Welsh | x |  |
| 4. | The ability to read Welsh language material | x |  |