



Job Title: Project Assistant

Salary: £19,000 pro rata

Contract Date: November 2019 until 31st October 2020 initially, with possibility of extension dependent on funding.

Contract Type: Part time (2 days / 16 hours per week – days to be negotiated)

Location: Upland Office, Gracefield Arts Centre, 28 Edinburgh Road, Dumfries, DG1 1JQ

Responsible to: Creative Director, Assistant Director & Upland Community Interest Company Board of Directors

Deadline for applications: 5pm on 17th September 2019

Background

Upland Arts Development CIC is based in Dumfries and Galloway, South West Scotland.

Upland is a bold, ambitious, rurally-based visual art, design and craft development organisation that evolved from Spring Fling Community Interest Company in 2015.

We nurture, produce and promote visual art, design and craft, and raise the profile of the creative industries of our rural area in a national and international context. We support and promote visual artists, designers and makers by developing mutually supportive partnerships, and engaging with diverse communities and audiences.

Upland's flagship event, Spring Fling Open Studios, is an annual visual art and contemporary craft open studios event that takes place across Dumfries and Galloway and was set up in 2003. In its new expanded form Upland now provides a year-round creative programme presenting a range of opportunities including exhibitions, residencies, professional and creative development opportunities, mentoring, workshops and more.

Job Description

We are looking for a motivated Project Assistant to join our team.

The contract is for 16 hours per week (2 days) The successful candidate should be able to start the week beginning 4th November 2019 with the contract running until 31st October 2020. The rate of pay is £19,000 pa pro rata (£7,600 per annum for 2 days per week).

Working days are negotiable but two consecutive days per week would be preferable, however, flexible hours can be discussed as can home working at points.

This post may expand to 3 days per week, but this is funding dependent (pending a decision in October) and can be discussed with applicants at interview stage.

The Project Assistant will provide administrative support to the Creative Director on a new outreach project exploring the history of Langholm's Textile Industry. This project includes an artist residency, commission, schools project and associated events such as talks and workshops. This element of the post will cover one day per week. The second day will see the Project Assistant support across a range of Upland's other projects, carrying out related programming, marketing and administrative functions with support from the Creative Director and Assistant Director including youth projects, Upland exhibitions and public art.

The Project Assistant will also be responsible for digital communications, such as updating the Upland and Spring Fling website, social media channels and assist with database management and administration to ensure projects are well communicated and promoted.

This involves, but is not limited to, the following:

- Support the Director in the promotion, management and delivery of a new residency and outreach project highlighting the importance of Langholm's local textile heritage (1 day per week allocated to this project)
- Support the Director in the promotion, management and delivery of Upland's youth projects (Emerge & Modern Makers)
- Communicating with Artists, Makers, Upland members, Funders, Participants and Partners
- Coordinating distribution of marketing materials (e.g. Spring Fling brochure, map, exhibition invites, news etc.)
- Updating both the Spring Fling and Upland website and social media platforms
- Support the Assistant Director in delivering the events and exhibition programme (including public art and national exhibitions)
- Manage monthly email outs and circulate and promote artist opportunities locally, and where appropriate nationally and internationally
- Other day-to-day office duties as required.

This job description is not exhaustive and is intended to convey the types of, and level of, duties and responsibilities inherent in the post and may be amended by the inclusion of any other duties commensurate with the level and nature of this post.

We look for the following quality in the successful candidate:

- Enthusiastic and motivated to develop their career within a creative organisation
- Ability to exercise a high degree of initiative
- Self-motivated with the ability to work independently as well as part of a team
- Ability to work to tight deadlines
- Excellent interpersonal and team-working skills
- Ability to work under pressure
- Willingness to be flexible

Essential Skills:

- Some previous experience in coordinating and delivering creative projects
- Experience in maintaining and updating web based information
- Experience in using social media
- Good working knowledge of Microsoft Office Packages

- Excellent written and oral communications skills
- Knowledge of the creative sector, particularly visual art and/or craft
- Excellent organisational skills

Desirable:

- Degree or professional qualification in an arts related subject or arts management
- Experience in using Adobe packages for basic graphic design
- Current driving licence and access to a car
- Experience in developing and/or delivering youth programmes
- Experience in marketing for arts events with limited budget
- Experience in managing budgets for projects
- Experience in database management/data entry

For more information on Upland:

Websites: www.weareupland.com / www.spring-fling.co.uk

Facebook: www.facebook.com/weareupland
www.facebook.com/springflingopenstudios

Twitter: www.twitter.com/WeAreUpland
www.twitter.com/spring_fling

Instagram: www.instagram.com/upland_cic
www.instagram.com/springfling

Flickr: www.flickr.com/photos/spring_fling

Vimeo: www.vimeo.com/weareupland

How to apply

To apply please email Amy Marletta, Creative Director – amy@weareupland.com with the following information:

- Cover letter explaining why you are the best candidate for this role and how you meet the essential specifications (max. 2 sides of A4 in Word or PDF format only)
- Relevant CV (max. 2 sides of A4 in Word or PDF format only)

The deadline to submit your application is 5pm on 17th September 2019.

Shortlisted applicants should be available to interview on the 1st or 2nd of October 2019.

Should you have any questions about the position or the application process, please contact Amy Marletta at the email address above or call 07871201473 for an informal chat about the post.



Upland is a registered company no. SC350101 in Scotland.
 C/o Gracefield Arts Centre, 28 Edinburgh Road, Dumfries, DG1 1JQ