



## **Project Assistant**

**Rate:** £7,500 for 50 days (£150 per day) between September 2021 and February 2022. Ideally based on a 2 day a week arrangement.

**Location:** Community House in Peterlee. There are options within this freelance role for remote working. Core office hours are 9-5pm Mon-Thurs and 9am-4.30pm Fridays.

**Reports to:** Project Lead

East Durham Creates is an established Creative People and Places project working in the former mining communities of East Durham with co-creation and cultural democracy at its core. We champion diverse and inclusive work by, for and about East Durham.

The project began in 2014 with more than 100,000 local people engaged in creating, experiencing and leading great arts and culture. This has ranged from major commissions and artist residencies to sustainably transforming community venues into hubs where culture can happen on a regular basis. Since 2018, local VCS and poverty charity East Durham Trust have led our project.

Our small team operates from East Durham Trust's Community House premises in Peterlee that includes a food bank and a recently developed Arts Café space. This partnership has allowed us to champion an exemplar model for how arts and culture can work in collaboration with non-arts partners and become part of answering non-arts issues such as loneliness, community cohesion and civic pride. This process is known locally as 'artification'.

We are looking for a Project Assistant to join the team to support our admin, data monitoring, communication and marketing functions to cover maternity leave. There will also be an element of event support expected within the role, which may include out of hours work and working across the East Durham area.

## **Role and Responsibilities**

- Assist the Project Team at events including data capture, project promotion and general event support.
- Proactively support the development of content for our social media channels including Facebook, Twitter and Instagram to engage diverse audiences.

- Drive publishing on East Durham Creates' social media including planning schedules, collating and producing content and assisting with the monitoring and evaluation of digital audiences against objectives using Facebook and Instagram Analytics.
- Produce copy for print and digital platforms, including outlining writing and proof-reading press releases, social media posts and other texts such as leaflets and posters. The Project Team will support this.
- Update content on a WordPress based website and social media platforms including producing content for social media by participating in live events which may happen during weekends and evenings.
- Assist the Project Team in the collection of audience and participation data and drafting content for evaluation reports in line with Funder requirements. This includes overseeing the quarterly data monitoring expectations to Arts Council England utilising the existing systems established (in November 21 and February 22). Training will be provided on how to use these systems.
- Ensure that all policies including Equal Opportunities, Health and Safety and Safeguarding are adhered to.
- Promote Equality, Diversity and Inclusion
- Adhere to the General Data Protection Regulation and the Data Protection Act 2018.

### **Experience**

- A minimum of 1-2 years relevant experience in an administrative and/or marketing role including successfully managing digital feeds
- Knowledge of GDPR
- Knowledge of data monitoring and evaluation tools and techniques

### **Skills**

#### **Essential**

- Excellent verbal, written and interpersonal skills.
- Utilising digital platforms and tools including for reporting (e.g. Google/Facebook analytics)
- Using Survey Monkey, Eventbrite and Mailchimp
- Organising a varied workload, being proactive and delivering to a deadline
- Able to collect, collate and present data

#### **Desirable**

- Full clean drivers licence and access to a car
- Experience using WordPress

### **Personal Characteristics**

- Team oriented, collaborative
- A creative thinker, a storyteller and a problem-solver

- A starter and a finisher with a can do attitude and energised approach
- Committed to breaking down the barriers to the enjoyment of, and participation in, the arts
- Keeps up to date with the latest trends/developments in social media
- Genuinely excited about working in East Durham

This is a freelance post and applicants should understand that they are responsible for their own tax and national insurance.

### How to apply

- Please submit a covering letter setting out why you are interested in applying, how you meet the skills and experience role and what you can bring to EDC (no more than 2 sides of A4 please).
- Your CV including skills and experience relating to the role outlined with any relevant examples.
- Two referees with full contact details including name, job title, relationship, email and phone number.

### Alternative application options

We are committed to making our application process as accessible as possible. Please contact us if you have any other access needs or would prefer to create video or audio version of the application.

### Deadline for applications is 30<sup>th</sup> July 2021 at 9am.

They should be sent to Jess Hunt, Project Lead for East Durham Creates: [jess.hunt@eastdurhamcreates.co.uk](mailto:jess.hunt@eastdurhamcreates.co.uk). We envisage holding interviews week commencing 16<sup>th</sup> August 2021.

See [www.eastdurhamcreates.org.uk](http://www.eastdurhamcreates.org.uk) for further information on the project.



East Durham Creates is managed by



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