

JOB DESCRIPTION

JOB TITLE:	Kickstart Events Assistant	REFERENCE:	EA0821
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Please note this position can only be offered to those who are eligible for the Kickstart Scheme (universal credit claimants, aged 16 to 24 and referred to us by the Department of Work and Pensions). If you are interested, please contact your Work Coach at the Job Centre and request to be referred.

OVERALL PURPOSE OF THE ROLE:

To learn about and assist with Brewery Arts events organisation and technical production.

MAIN TASKS

The role holder is required to:

Learn from and assist the Programme Manager in the programming, booking and organisation of events including:

- Learn about programming of artists and relationships with promoters
- Learn about and assist with scheduling events, understanding the links between all departments and contractual agreements
- Assist with gathering and inputting information onto our event planning software 'Yesplan'
- Learn about event budgets and preparing reports
- Assist with front of house duties for events including meeting and greeting customers and ticket scanning.

Learn from and assist the Technical Manager and Team in pre-production preparation including:

- Learn about and assist with technical equipment and requirements for events
- Assist with room setting and production needs of the artist
- Assist with the artist rider (meals, transport, accommodation etc) and book parking
- Help with maintaining stage and backstage areas including cleaning, painting, and storage

General assistance throughout the organisation, which could include, setting up rooms, sorting out drinks, clearing tables, administration.

Everything we do should have the overall aim of ensuring the Brewery Arts, Vision, Mission and Values are achieved.

This list is not exhaustive. The organisation is changing all the time and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

PERSON SPECIFICATION

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We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our organisation, particularly those who are Black, Brown or minoritised, who are LGBTQ+, or who are disabled. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

QUALIFICATIONS & WORK EXPERIENCE	
• GCSE Maths and English grade C/4 and above.	• Desirable
• No work experience necessary	
SKILLS	
• Good communication skills	• Essential
• Experience of Microsoft Office Word, Excel and Outlook	• Desirable
PERSONAL QUALITIES	
• Friendly and approachable manner with a desire to provide excellent customer service	• Essential
• Commitment to personal and professional development with a willingness to learn new skills.	• Essential
• Excellent time keeping and conscientious	• Essential
• A keen eye for detail	• Essential
• An interest in the arts, events and technical production.	• Essential
OTHER REQUIREMENTS	
• Flexibility and availability to work varied shifts including evenings, weekends, bank holidays and festival weekends.	• Essential

TERMS & CONDITIONS

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The [Kickstart](#) Scheme provides funding to create new 6-month jobs for 16-24 year olds on Universal Credit. You can talk to your Work Coach to find out if the scheme and this role is right for you.

Contract:	Government Kickstart Scheme – 6 months
Pay:	£8.91 (age 23+), £8.36 (21-22), £6.56 (18-20), £4.62 (under 18) per hour
Hours:	25 hours per week (excluding lunch breaks) Some hours will be worked during the week Monday to Friday, and some will be evenings and weekends when events are on
Holiday Entitlement:	5.6 weeks' holiday per annum Entitlement is inclusive of bank holidays and fixed days announced each year.
Pension:	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
Discretionary Benefits:	<ul style="list-style-type: none">• Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available).• Discount on food in our Bar & Restaurant for staff + one.• Free parking while at work
Age:	Aged 16 to 24 in line with Kickstart Scheme
Reports to:	Programme Manager/Technical Manager

All successful candidates will be given full induction and training which will include:

- Advice and support updating your CV and Application form completion
- Interview practice
- Customer Service skills training
- Production & Technical skills training
- Event administration and organisation training
- Online Health & Safety and GDPR training