

CAST

Call for a new freelancer to undertake a six-month, part-time, placement as Programmes Assistant for CAST in Helston

This contract is supported by Real Ideas and the Cultivator Innovation & Inclusion Placement Fund.

About CAST

CAST (the Cornubian Arts & Science Trust) is a studio complex and arts organisation based in a late-nineteenth-century school building originally given to the town of Helston by the philanthropist John Passmore Edwards as a Science and Art School. The building currently provides studios for some twenty artists and accommodates an active public programme of artists' moving image installations, evening screenings, talks and discussions, as well as learning activities for schools, families and young people. CAST's programmes also take place beyond the building notably in the summer holidays when our popular programme of creative activities for families takes place off-site and outdoors.

CAST is led by the charity's chair Teresa Gleadowe with the support of a team of talented freelancers who all work flexibly to meet the changing needs of the programme.

For more information c-a-s-t.org.uk

The role

This is a fixed-term placement with 48 days of freelance work offered at a rate of £100 per day, to be worked flexibly over the course of six months based on an average of two days per week. The role requires a mixture of home/remote work and assistance on-site for events. Basic inductions and training, and regular meetings will also take place at CAST.

The role will involve a mixture of administrative and practical tasks related to the smooth running of CAST and the delivery of our programmes. These may include, but are not limited to:

- Monitoring email enquiries and mailing list updates.
- Updating website content and organising digital archive materials.
- Assisting at live events including talks, workshops and screenings.
- Assisting with planning and correspondence for programming.
- Practical tasks such as the distribution of marketing materials, helping to keep public spaces clean and tidy, and setting up furniture, resources and AV equipment for events.
- Collection and collation of evaluation materials.

What we are looking for

This placement is for someone who is at the early stages of embarking on a freelance career in the arts, and is intended to provide a foundational experience of working in arts administration and programming.

A strong and demonstrable interest in CAST and our public programmes, as well as engagement with the field of contemporary art more widely, is essential, as are strong communication skills including written English. Many of the tasks will require a high level of attention to detail and solid organisational skills. We are a small team and a positive can-do attitude and willingness to adapt and pitch in as needed will be equally important.

The successful candidate will need to be set up for freelance remote working with their own computer/laptop, workspace and steady internet connection. They should be based within easy reach of Helston and able to travel to the building for events and meetings.

Desirable qualifications, skills and experience:

A degree or other qualifications in a relevant subject/s.

A good level of computer literacy including experience of using any or all of the following: Google Drive, Microsoft Office, Adobe software, Wordpress and Mailchimp.

Strong organisational skills, including time management.

Strong writing skills and proofing skills, including a firm grasp of grammar.

Experience of:

- planning and/or organising a project or event
- working with artists and/or the wider community.
- working in a public-facing role
- working independently, demonstrating self-motivation and initiative

How to apply

Applicants should provide a CV and a cover letter of no more than 500 words outlining their interest in the opportunity and relevant experience.

A short video of no more than 3 mins can be accepted as an alternative to a written cover letter, please do not submit both.

Please supply text files in PDF format, videos should be supplied as a private youtube link.

All applications should be emailed to info@c-a-s-t.org.uk by midnight on Sunday 10th July, with the subject line 'Placement Application'. Interviews will take place in July with the placement beginning ASAP. Any questions should be directed to cat@c-a-s-t.org.uk

The placement is supported by Cultivator, which is funded by the European Regional Development Fund, HM Government, Arts Council England and Cornwall Council.

