



VAULT Artist Studios – Studio & Events Assistant (Full Time)

Period of Employment: 3-year fixed term, full time contract (37.5 hours per week). This post may be extended or made permanent subject to funding.

Salary: £19,500 per annum.

- 23 days annual leave plus 11 statutory days
- Pension benefits
- Personal Development Package included

Location: Vault Artist Studios, 4-84 Tower Street, Belfast, BT4 5FH

We are looking for a full-time Studio & Events Assistant to join our small team at Vault Artist Studios (VAS). Vault Artist Studios is home to over a hundred artists of diverse practices. We are a vibrant and lively community that has quickly grown to become one of the most interesting and active studios in Belfast.

The post is offered as part of the Covid Recovery Employment and Skills Initiative for the Arts Sector and is funded by the DfC and Arts Council NI. Aimed specifically at providing employment and skills development for an individual who wishes to enter, or progress within, the arts sector.

The successful individual will gain experience and a professional network they would not otherwise have had an opportunity to develop. This is an entry-level role and is a fully supported training and development opportunity for a talented individual. You will gain an unrivalled insight into a unique organisation and be part of a community who will value what you do, and you will play a key role in helping us grow over the next 5 years.

We are looking for someone with a 'can do' approach to work and the ability to think on their feet. You will be able to relate well to people and provide support in a cheerful, helpful way, juggle tasks and prioritise workload. Excellent communication skills are crucial for this role and ability to pay attention to fine detail both in the quality and accuracy of information.

Your responsibilities will be diverse, ranging from helping the Building Manager plan our many events, assisting the Market Coordinator in advance the summer and Christmas Market, exhibition installation. Provide support with the on-line and, on occasion the VAS pop-up shop, PR, social media, room set ups, responding to emails, communications with members.

A key part of this role will be to help us achieve our vision to grow as an organisation. You will help the Trustees in their quest to find affordable studio spaces for artists in Belfast, we need your help in a practical way to make the transition to a new building(s) run as smoothly as possible. We are looking for someone who is passionate about the arts and has a genuine passion to support and promote VAS.



The Job Description and Specification will be reviewed at key points during this Programme, at 3 months, 6 months then, bi-annually as part of an individual Personal Development Plan. For now, this is how we see your role for the first 6 months to 1 year.

Main Responsibilities

Studio & Event Tasks

- Assist with the planning, coordination and organisation of VAS events (Markets, Festivals, Exhibitions, Performances),
- Provide support with the on-line and, on occasion the VAS pop-up shop,
- Assist the PR team to develop our on-line presence (website and social media) to grow our audience & increase participation at VAS events,
- Assist the Building Manager and Administrative Officer with front of house support, room set-ups and ensure appropriate technical support is available for events, on occasion assist with the management of building keys given to room booking customers,
- Liaise with Building Manager and Administrative Officer to coordinate the availability of spaces,
- Assist the Administrative Officer with keeping accurate up-to-date record of enquiries, bookings, cancellations, hirers' details, and all events in the building,
- Provide administrative support for the Trustees & Building Working Group as we implement our strategy to find affordable studio spaces in Belfast.

Relationships - be part of a community

- Join the Members Association who provide support to the artists at VAS,
- Join in member events and get together,
- Establish and develop excellent internal and external working relationships with artists, staff, Trustees, partner organisations and venues,
- Be an active and engaged member of VAS, contributing to the Community.

Customer Care

- Undertake meet & greet duties visitors to VAS, assist with solving problems, answering queries, offering directions.
- Deliver outstanding customer care to both internal and external customers,
- Assist in reporting customer queries, complaints, and feedback, and working with the Building Manager to resolve.



Communication

- Provide a warm and welcoming service to all visitors to the Studio, artists, staff and stakeholders,
- Attend weekly meetings with the Building Manager and provide timely updates to the Trustees in time for Board meetings,
- Assist with communications to VAS members in a friendly and professional manner (email, mailchimp, Facebook, Slack),
- Communicate detailed event arrangements to the Building Manager to ensure events are delivered in accordance with the customer expectations.
- Assist in the coordination and receipt of deliveries to the Studio.

Health and Safety

- Adhere to relevant national H&S legislation, VAS's Health and Safety policy and all emergency procedures.

Other

- Any other reasonable duties as specified by the Board of Trustees.

Essential Criteria

- 5 GCSEs or equivalent including English and Maths at grade C or above
- A minimum of 2 years' experience working in a customer facing role that includes the meeting and greeting visitors
- A minimum of 1 years' experience of planning, preparing and coordinating events

Desirable Criteria

- 3rd Level Qualification or equivalent qualification in a relevant discipline e.g., event management, arts administration
- A minimum of 1 years' experience of working in an Arts environment e.g., events planning, front of house, performances, exhibitions.

To Apply:

Please email your CV and a one-page covering letter of no more than 500 words outlining your experience with reference to the job description and essential & desirable criteria and why you



would be a good fit for this role to trustees@vaultartiststudios.com by 5pm on Monday 30 May 2022.

Shortlisted applicants will be invited to an interview week commencing 6 June 2022.

Please note that we are unable to consider any applications which are received after the deadline. If you have not heard from us by 10 June 2022, please assume that you have been unsuccessful on this occasion.

We are an Equal Opportunities Employer.