

# STUDIO VOLTAIRE

Dear Applicant

Thank you for your interest in the role of Programme Assistant (Civic and Learning).

This pack contains a job description, person specification and an introduction to Studio Voltaire.

To apply for this role:

1. Please download and complete the application form by clicking [here](#) and email it to [hr@studiovoltaire.org](mailto:hr@studiovoltaire.org).
2. Please complete the Equality and Diversity Monitoring Form by clicking [here](#). The form is completely anonymous.

We are keen to ensure that Studio Voltaire welcomes a diverse range of people and is representative of the communities we work within. The organisation benefits from a wide range of backgrounds, perspectives and styles of thinking and working.

We strongly welcome applications from people who are currently underrepresented in contemporary art, including people with Black, Asian and Minority Ethnic heritage, people who have faced socioeconomic barriers, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex, and those with disabilities or long term health conditions.

We are happy to receive applications in alternative formats, including audio and video. If you would like to apply for this role in another format, or if you have any access requirements and would like to discuss how we can best support you through your application process, please contact us at [hr@studiovoltaire.org](mailto:hr@studiovoltaire.org) or 0207 622 1294.

Best wishes

Laura Harford  
Curator (Civic and Learning)

## About the Role

The Programme Assistant (Civic and Learning) will support Studio Voltaire's team to deliver a range of activities across our diverse artistic programmes including artist-led commissions, exhibitions, learning programmes, workshops and events.

The Civic Programme works to redefine the role of arts and culture to support and build stronger communities, often responding to key issues that we might experience in our lives, whilst questioning established norms, histories, ways of thinking and living. The role will work with artists, schools, colleges and universities, as well as local groups and community organisations as we create a lively year-round programme.

The Programme Assistant (Civic and Learning) will support with day-to-day administration, working closely on supporting an artist residency with year six students in a nearby school and a programme of teacher training activity, as well taking part in a wider programme of artist commissions, and the establishment of a new Neighbours Group. You will also be able to feed into ideas for the programme, lead the delivery of events, and receive mentoring from the wider team as per your area of interest, which will be established during regular 1-1 sessions with your line manager. We will also be initiating a new programme which centres and supports Transgender artists and communities nation-wide.

This is an exciting opportunity to contribute to an essential artistic and community resource in South London, offering a unique environment for risk-taking, experimentation, knowledge exchange and critical thinking for artists, participants and audiences. This placement is aimed at someone who is starting out in the arts, gaining essential experience in research, arts administration and budgeting, as well as assisting the team and leading on the facilitation of workshops, displays and events with artists, participants and community partners.

The role is funded by Lambeth's ELEVATE programme which aims to get young people from underrepresented backgrounds into the Creative and Digital sectors. To apply for this role, you will need to be:

- A Lambeth resident (with the exception of Lambeth care experienced young people)
- 18 to 24 years old

We will additionally prioritise applications from young people who are not currently in education, employment or training.

## Application Process

We will be holding an online recruitment session ahead of the application deadline to answer any questions you might have about this position with Laura Harford, Curator (Civic and Learning) and Hayley Dixon, Head of Finance and Operations.

Online recruitment session: Monday 18 November 2024, 7.00 to 8.00pm

Please sign up for the online session at this [link](#). A Zoom link will be sent out one hour before the session.

Deadline for applications: Monday 2 December 2024, 5.00pm

## Programme Assistant (Civic and Learning) Studio Voltaire, London

### Job Description

Employer:	Studio Voltaire Ltd
Job Title:	Programme Assistant (Civic and Learning)
Responsible to:	Curator (Civic and Learning)
Department:	Civic and Learning
Contract:	6 month (fixed term contract)
Probation period:	6 weeks
Start Date:	January 2025
Notice period:	1 month (probation notice period is 2 weeks)
Salary:	London Living Wage, currently £13.15 per hour (£13.85 from April 2025)
Conditions of work:	16 hours per week  Start and end times may vary. Occasional evening and weekend work required. TOIL (time off in lieu) and occasional overtime pay for additional hours worked are available in line with Studio Voltaire's policy.
Benefits:	6 days paid holiday, equivalent to 28 days per year for a full time role, plus UK public holidays Employer Pension Contribution of 3% Training Opportunities Employee Assistance Programme Discounts at House of Voltaire and Crispin, our onsite restaurant
Place of employment:	Studio Voltaire, 1a Nelsons Row, London SW4 7JR

### Principal Duties and Responsibilities

#### Artistic Programmes

- Support the Curator (Civic and Learning) and Assistant Curator (Civic) to develop and produce new and existing programmes collaborating with artists, schools, health organisations, and local groups
- Support the research and delivery of programme related tours and events at Studio Voltaire, with a particular focus on engaging groups and people underrepresented in contemporary art
- Assist the team and contributing artists in workshop and events set-up, AV and facilitation
- Contribute to general project research across all Studio Voltaire's programmes, including artists, local history, organisations, schools, venues and groups
- Support the database and recruitment of participants for workshops, projects and events relating to the Civic and Learning Programme

## Administration, Communications and Evaluation

- Provide administrative support to ensure smooth day-to-day running of the programme, including writing minutes for programme meetings
- Support the Assistant Curators to maintain our storage spaces and workshop, including art materials, equipment and AV equipment
- Assist booking travel and accommodation for artists, speakers and partners
- Gain financial experience: making payments, recording expenses and updating budget systems
- Support the programme team to pull together marketing and communications materials for programmes and events including research and distribution for local marketing campaigns and maintaining digital archives with images
- Prepare project related biographies and images
- Help carry out feedback surveys with our participants and audiences, and record their responses
- Collate survey data for evaluation reports and applications
- Support the Assistant Curator (Civic) to digitally archive project documentation
- Ensure that the organisation's policies and procedures are adhered to, particularly Safeguarding Policy for Young People and Vulnerable Adults and Health & Safety

## Additional Responsibilities

- Demonstrate a commitment to Studio Voltaire's Equality, Diversity, and Inclusion Policies
- Adhere to Studio Voltaire's code of conduct and all policies and procedures
- Carry out other duties deemed appropriate by the Curator (Civic and Learning) and Assistant Curator (Civic)
- Participate in regular staff meetings and training

## Person Specification

We are keen to ensure that our team is diverse to benefit from a wide range of backgrounds, perspectives and styles of thinking and working. We strongly welcome applications from people who have typically been excluded from contemporary art, including those with Black, Asian and minority ethnic heritage, those who are facing barriers due to difficult socio-economic circumstances, disabled people, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex and people of all faith groups.

## Essential Skills and Attributes

- Interest in the work of Studio Voltaire
- Enthusiasm and energy for working in the arts or creative industries
- Interest or experience in working in a retail environment
- Hard-working can-do attitude, with a willingness to work flexible hours, including evenings and weekends, as appropriate
- Basic administrative and organisational skills, such as calendar management, excel, database
- Good IT skills
- Good attention to detail
- Good verbal and written communication skills with the ability to work with a wide

and diverse range of people

- A self-motivated approach to working and experience of multi-tasking, with the ability to react to changing priorities
- Working as a part of a small team, you will need to have a flexible “all hands-on deck” approach, while maintaining staff structure boundaries and responsibilities
- A commitment to respect and care for fellow employees, and Studio Voltaire’s Equality, Diversity, and Inclusion Policies
- Aged 18 to 24
- Live, work or study in Lambeth
- A current DBS check - this is something Studio Voltaire can provide for you if you do not have one

## Desirable Skills

- An understanding of and affinity with the mission, vision, and work of Studio Voltaire
- Some experience of working with artists, communities and young people on workshops and events
- Some experience/knowledge of Adobe InDesign and Photoshop (opportunities for on job learning)
- Some experience of video editing, eg Instagram reels, YouTube and Vimeo videos (opportunities for on job learning)
- Experience working in a museum, gallery, cultural or voluntary sector organisation

## Equal Opportunities

Studio Voltaire will not discriminate against eligible applications on the grounds of gender, marital status, race, nationality, ethnicity, national origin, religion, disability or age.

## About Studio Voltaire

Studio Voltaire is one of the UK’s leading not-for-profit arts and education organisations. Our programmes champion emerging and under-represented practices. Placing great emphasis on risk-taking, experimentation and support for artists, our pioneering exhibitions, collaborative projects, artist development, live events, and offsite commissions have an important local and international reach.

In October 2021, Studio Voltaire completed a highly successful and award-winning £2.8 million redevelopment to expand and redevelop our site and programmes, the most ambitious transition in our history.

Studio Voltaire develops and nurtures an essential artistic community in South London, providing a range of high-quality and light-filled studios for over 60 onsite artists and cultural workers alongside dedicated professional development programmes. Our long-term partner ActionSpace supports artists with learning disabilities within a supported studio programme at Studio Voltaire.

We host a rolling programme of research and production residencies for UK-based and international artists and curators. The LOEWE FOUNDATION / Studio Voltaire Award works to increase and strengthen equitable representation and access and amplify

artistic voices across class, race, gender, sexuality and disability.

Studio Voltaire commissions a wide range of longer-term collaborative projects. We work with artists, residents, community groups and healthcare providers to create contexts for people to share experiences, research, and collaborate to make artwork. Our civic and learning programmes aim to redefine the role of arts and culture to build stronger communities.

Working in partnership with schools, colleges and universities, as well as local groups and community organisations, we create a lively year-round programme of artist-led workshops, events and tours. We provide an alternative site for intergenerational learning, helping to overcome barriers that some people experience in formal education settings and supporting those who might have limited access to creative opportunities.

Studio Voltaire's exhibition programmes have gained an international reputation and offer significant opportunities for emerging and under-represented artists. We provide time, care, and resources for artists to create ambitious new work. On occasion, we present surveys or archival exhibitions of underrepresented and overlooked figures. Most of our commissions are an artist's first solo exhibition in London or bring work by international artists to UK audiences for the first time.

Regular public programmes of talks, workshops, screenings and live events delivered alongside each exhibition provide further opportunities to engage with our commissions.

We have developed an outstanding track record of supporting artists at pivotal stages in their careers. As a direct result of our support, many participating artists have gone on to be awarded or nominated for prizes, including Turner Prize, Carnegie Prize, Wolfgang Hahn Prize and MacArthur Genius Fellowship, as well as participating in major international arts festivals, including Venice Biennale, Skulptur Projekte Munster, Whitney Biennial and documenta. Studio Voltaire commissions have also gone on to be presented at, and collected by, major institutions, including Tate Modern, Tate Britain, British Museum, Museum Ludwig, Moderna Museet, Migros Museum and Whitney Museum.

Studio Voltaire was founded in 1994 by a collective of twelve artists, who set up studio space in a disused tram shed on Voltaire Road in Clapham. An artist-centred approach remains at the core of our work. We are proud of our unique way of working.

Studio Voltaire is a registered charity and part of Arts Council England's National Portfolio. We fundraise for our work through the kind support of individuals, sponsors, public funders, charitable trusts and foundations, and sales of our renowned limited edition artworks from House of Voltaire.

[studiovoltaire.org](http://studiovoltaire.org)