**198 Contemporary Arts & Learning**

**Role:** Sales and Production Assistant

**Term:** Part time, fixed term
**Duration:** 2 weeks
**Hours:** 10 hours per week
**Pay:** £13.15 per hour

**Opportunities available:** 1

Aged between 16-24 and based in Lambeth? Apply for one of exciting work placements at 198 Contemporary Arts & Learning, supported by Lambeth Elevate.⁠

198 Contemporary Arts and Learning is a public art gallery and hub for social engagement, education and creative enterprise. Our work is deeply rooted in our local communities and is influenced by the radical history of Railton Road and the Brixton uprisings.

This placement provides an exciting chance for young people eager to begin a career in the creative sector. If you're passionate about the arts and curious about how creative organisations work behind the scenes, this role could be the perfect fit for you!⁠

**Essential Skills and Experience:**

* **Interest in Arts & Events:** A genuine interest in supporting arts exhibitions, events, or productions.
* **Customer Service Skills:** Friendly, approachable, and professional when welcoming and interacting with visitors, ensuring they feel comfortable and informed about the exhibition or event.
* **Communication Skills:** Clear verbal and written communication skills to engage with visitors, answer queries, and share information about exhibitions or events.
* **Organizational Skills:** Ability to assist with the setup and breakdown of exhibitions, ensuring the space is properly prepared and the environment is safe and welcoming for visitors.
* **Teamwork:** Ability to work collaboratively with the gallery team, production staff, and artists to support smooth operations.
* **Creativity:** Ability to contribute creative ideas to enhance the exhibition or event experience.
* **Attention to Detail:** Careful in managing exhibition materials and supporting event setup, making sure everything is in place and running smoothly.
* **Time Management:** Ability to handle multiple tasks and meet deadlines, especially when assisting with event coordination or exhibition openings.
* **Problem-Solving:** Ability to troubleshoot minor issues as they arise, helping to resolve problems efficiently and professionally.

**Desirable:**

* **Previous Experience in Arts, Events, or similar customer facing role:** While not required, any prior experience in arts-related work, event coordination, or customer service is beneficial.
* **Basic IT Skills:** Familiarity with basic software (e.g., email, spreadsheets) to help with administrative tasks like data entry or communication.

**To meet the needs of this role, you will need to be**

* Lambeth residents (except for Lambeth care experienced young people)
* 16 to 24 years old
* Not currently in education, employment or training

To apply, please send your CV to shane@198.org.uk

The deadline for applications is 5pm on Friday 7th February 2025.