

APPLICATION PACK

STUDIO
VOLTAIRE

Programme Assistant (Civic and Learning)
Deadline for applications: 10 am, 15 December 2025



HOW TO APPLY

Thank you for your interest in the Programme Assistant (Civic and Learning) role at Studio Voltaire. If you are aged 18-24 and live in Lambeth, we look forward to receiving your application.

How to apply

1. Please download and complete the application form by clicking [here](#)
2. Please complete Studio Voltaire's Equity, Diversity and Inclusion Monitoring Form by clicking [here](#). The form is completely anonymous and separate from your application

Applications in the form of CVs will not be considered.

The deadline for receiving completed applications is 10 am, Monday 15 December 2025.

Applications received after this time will not be considered.



ABOUT THE ROLE

The Programme Assistant (Civic and Learning) works directly with the Curator (Civic and Learning) and Assistant Curator (Civic) to ensure the successful planning and delivery of a dynamic and accessible programme of learning workshops, artist-led projects and events.

Studio Voltaire's pioneering Civic and Learning Programmes collaborate closely with artists, schools, health organisations and community groups to test new ways that artists and communities can work together.

This is an exciting opportunity to contribute to the work of a leading not-for-profit arts and education organisation in a strand of programming devised to support and help build stronger communities.

The Programme Assistant (Civic and Learning) supports the day-to-day administration and delivery of the Civic and Learning programme, assisting the department in delivering a vital year-round programme.

This placement is aimed at someone who is starting out in the creative industries, gaining essential experience in research, arts administration, budgeting and delivery and assisting in the facilitation of workshops, displays and events with artists, participants and community partners.

JOB DESCRIPTION

This placement is supported by Lambeth ELEVATE, offering opportunities for Lambeth-based young people seeking a career in the creative industries.

Job title: Programme Assistant (Civic and Learning)

Employer: Studio Voltaire Ltd.

Place of employment: Studio Voltaire, 1a Nelsons Row, London, SW4 7JR

Duration: 6-month fixed-term contract

Hours: 16 hours per week

Salary: London Living Wage, £14.80

Conditions of work: 2 days per week (10:00 am - 6:00 pm)

Reports to: Curator (Civic and Learning)

Probation period: 6 weeks

Notice period: 1 month

Benefits

- 6 days of annual leave, plus Bank Holiday allowance
- Free or discounted access to selected museums worldwide
- Employee Assistance Programme
- Training opportunities
- Discounts at House of Voltaire and Crispin at Studio Voltaire



KEY TASKS AND RESPONSIBILITIES

Artistic Programmes:

- Support the Civic and Learning team to develop and produce new and established programmes in collaboration with artists, schools, health organisations and local community groups
- Assist in the research and delivery of programme-related tours and events at Studio Voltaire, with particular focus on engaging those who might have limited access to creative opportunities
- Support the delivery of Studio Voltaire's Learning Programme, including artist-led workshops with schools.
- Assist the Civic and Learning team and contributing artists in workshop and event set-up, preparation of AV requirements and facilitation of sessions and activities
- Contribute to the project research across all of Studio Voltaire's programmes, including artists, local history, community organisations and schools
- Administer the departmental database and drive recruitment of participants for workshops, projects, and events relating to the Civic and Learning programme

Administration, Communications and Evaluation:

- Minute Civic and Learning meetings and those with artists, partners and contributors

- Support the Curator (Civic and Learning) and Assistant Curator (Civic) in maintaining storage spaces and workshop, making sure art materials, equipment and AV equipment are inventoried and ready for use
- Assist in the booking of travel and accommodation for artists, speakers and partners engaged in the delivery of public programmes
- Gain financial experience by making payments, recording expenses and updating budget spreadsheets
- Assist the Curator (Civic and Learning) and Assistant Curator (Civic) in the collation of marketing and communications materials for programmed activity and contribute research for local marketing distribution
- Maintain digital archive images for the Civic and Learning programme
- Prepare project-related biographies and image assets for programme contributors
- Help gather feedback surveys from our Civic and Learning audiences and participants and record their responses, collating data gathered for evaluation reports and applications
- Work in observance of the organisation's policies and procedures, particularly Safeguarding Policy for Young People and Vulnerable Adults and Health and Safety during Civic and Learning events

KEY TASKS AND RESPONSIBILITIES

Other

- 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 Curators & Assistant Curators
- Participate in regular staff meetings and training



PERSON SPECIFICATION

The following outlines the type of experience we would like you to have. You do not need to meet every point to apply. We are interested in hearing from candidates who meet most of the criteria and show strong potential.

- Aged 18–24
- Live in Lambeth
- Interest in the work of Studio Voltaire
- Enthusiasm and energy for working in the arts or creative industries
- Hard-working can-do attitude, with a willingness to work flexible hours to accommodate events, including evenings and weekends, as appropriate
- A creative thinker with a practical, all-hands-on-deck collaborative approach
- 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
- A commitment to respect and care for fellow employees, and Studio Voltaire's Equity, Diversity, and Inclusion Policies

Desirable Skills

- An understanding of and affinity with the mission, vision and work of Studio Voltaire
- Experience working in a museum, gallery or cultural organisation
- A current DBS check - this is something Studio Voltaire can provide for you if you do not have one

EQUITY, DIVERSITY AND INCLUSION AT STUDIO VOLTAIRE

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

We actively welcome applications from people who are currently underrepresented in contemporary art, including those who identify as: Working class, or those who have experienced economic precarity or social exclusion; People of the Global Majority; Disabled, D/deaf, neurodiverse or experience long-term health conditions; LGBTQIA+, particularly transgender or non-binary people.

We welcome 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 or 0207 622 1294



EQUAL OPPORTUNITIES

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

We strongly welcome applications from people who are currently underrepresented in contemporary art, including people with African, Asian, Middle Eastern, Latin American and Caribbean heritage, people who face socio-economic barriers, those who identify as Lesbian, Gay, Bisexual, Transgender, Queer or Intersex, and those with disabilities or long-term health conditions.

We welcome 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 or 0207 622 1294.

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



ABOUT STUDIO VOLTAIRE

Studio Voltaire is one of the UK's leading not-for-profit arts and education organisations. Placing great emphasis on risk-taking, experimentation and support for artists, our pioneering exhibitions, civic and learning projects, artist development, live events, and offsite commissions have an important local and international reach.

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.

Web | studiovoltaire.org

Instagram/Facebook | @studiovoltairelondon

TikTok | @studiovoltaire





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Registered Charity No: 1082221

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