

APPLICATION PACK

STUDIO
VOLTAIRE

Programme Assistant (Public Programmes)
Deadline for applications: 10 am, 15 December 2025



HOW TO APPLY

Thank you for your interest in the Programme Assistant (Public Programmes) 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 (Public Programmes) works directly with our Curatorial team to ensure the successful planning and delivery of a dynamic Public Programmes.

Studio Voltaire's year-round Public Programme of talks, workshops, performances, screenings, live events, and open studios inspire, excite and engage, allowing a closer relationship between the audience, the artist and the production of ground-breaking new work and ideas.

This is an exciting opportunity to contribute to the programme of a leading not-for-profit arts and education organisation providing invaluable support to artists and cultural partners.

The Programme Assistant (Public Programmes) ensures the organisation's public-facing events are executed smoothly and efficiently, working closely with the Programme team to enrich our offer for audiences in Lambeth, nationally and internationally.

This placement is aimed at someone who is starting out in the creative industries, gaining essential experience in logistics and delivery and assisting a team in the facilitation of a wide range of public programming.

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 (Public Programmes)

Employer: Studio Voltaire

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: Programme team

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

Public Programmes

- Work with the Programme team to realise new and existing programmes in collaboration with studio holders, exhibiting artists, schools, health organisations and local groups
- Contribute to the research and delivery of programme-related tours and events at Studio Voltaire, including those for university students, peer institutions and funders
- Assist the Programme team and the artists they work with in the set-up of AV, furniture and refreshments for events and workshops
- Support the administration of databases and event management platforms relating to programme attendance, aiding recruitment of participants for events
- Work with the Operations Coordinators to ensure participant surveys are gathered at public programme events and workshops

Administration

- Provide administrative support to the programme team, writing minutes for programme meetings and circulating them to ensure cross-department alignment on the delivery of public programmes.

- Support maintenance of Studio Voltaire's 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 delivery of public programme
- Gain financial experience by making payments, recording expenses and updating budget spreadsheets relating to public programmes
- Support the programme team in bringing together marketing and communications for programmed events, filing according to organisational standards
- Collate previously sought survey data to underpin evaluation reports and funding applications
- Support the archiving of our public events programming, including captioning and resizing images
- Work to help ensure that the organisation's policies and procedures are adhered to during public programming, particularly the Safeguarding Policy for Young People and Vulnerable Adults and Health & Safety protocols

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

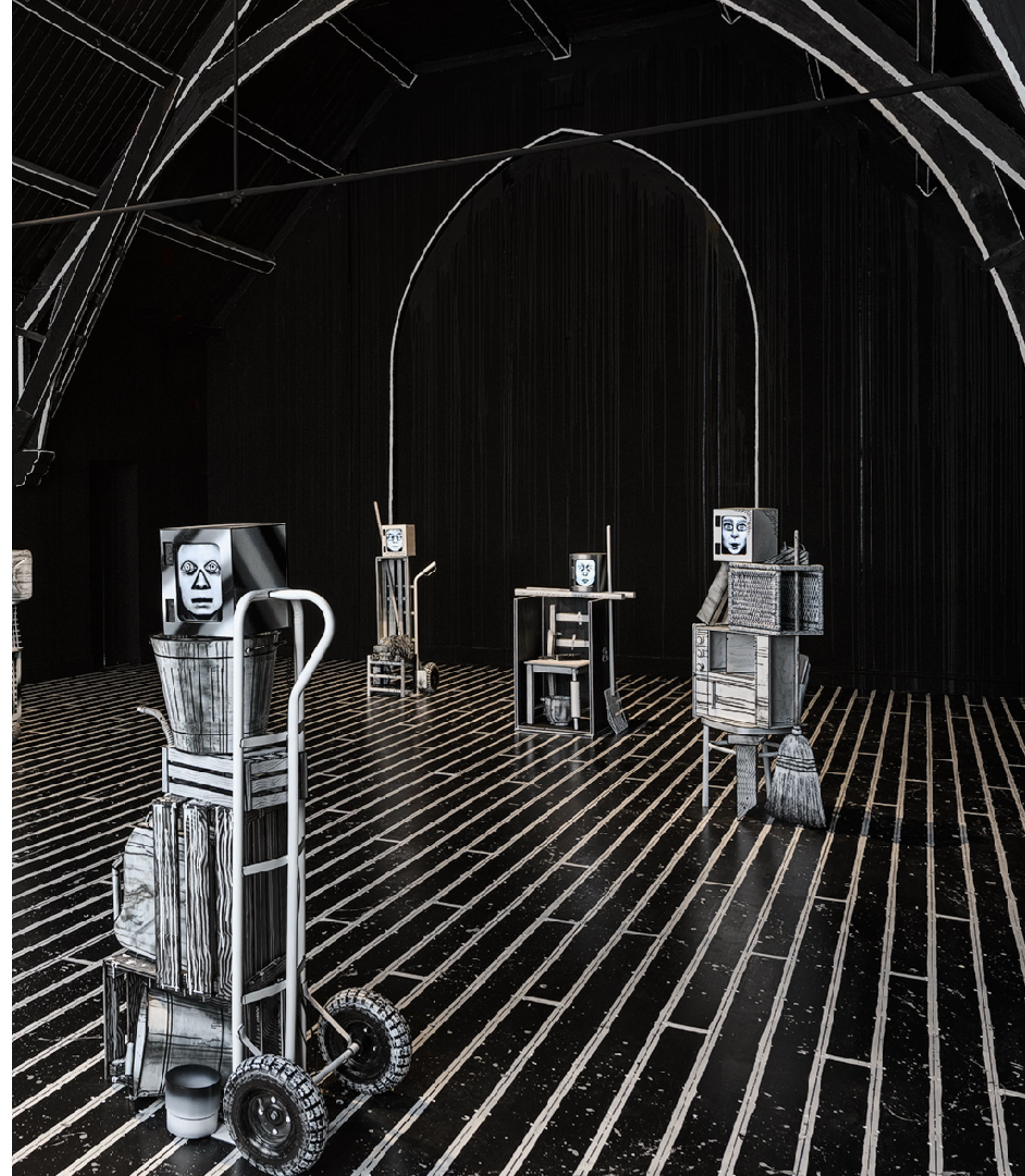
- An understanding of and affinity with the mission, vision and work of Studio Voltaire
- Experience working in a museum, gallery or cultural organisation
- A current DBS Check – this is something Studio Voltaire can provide for you if you do not have one

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

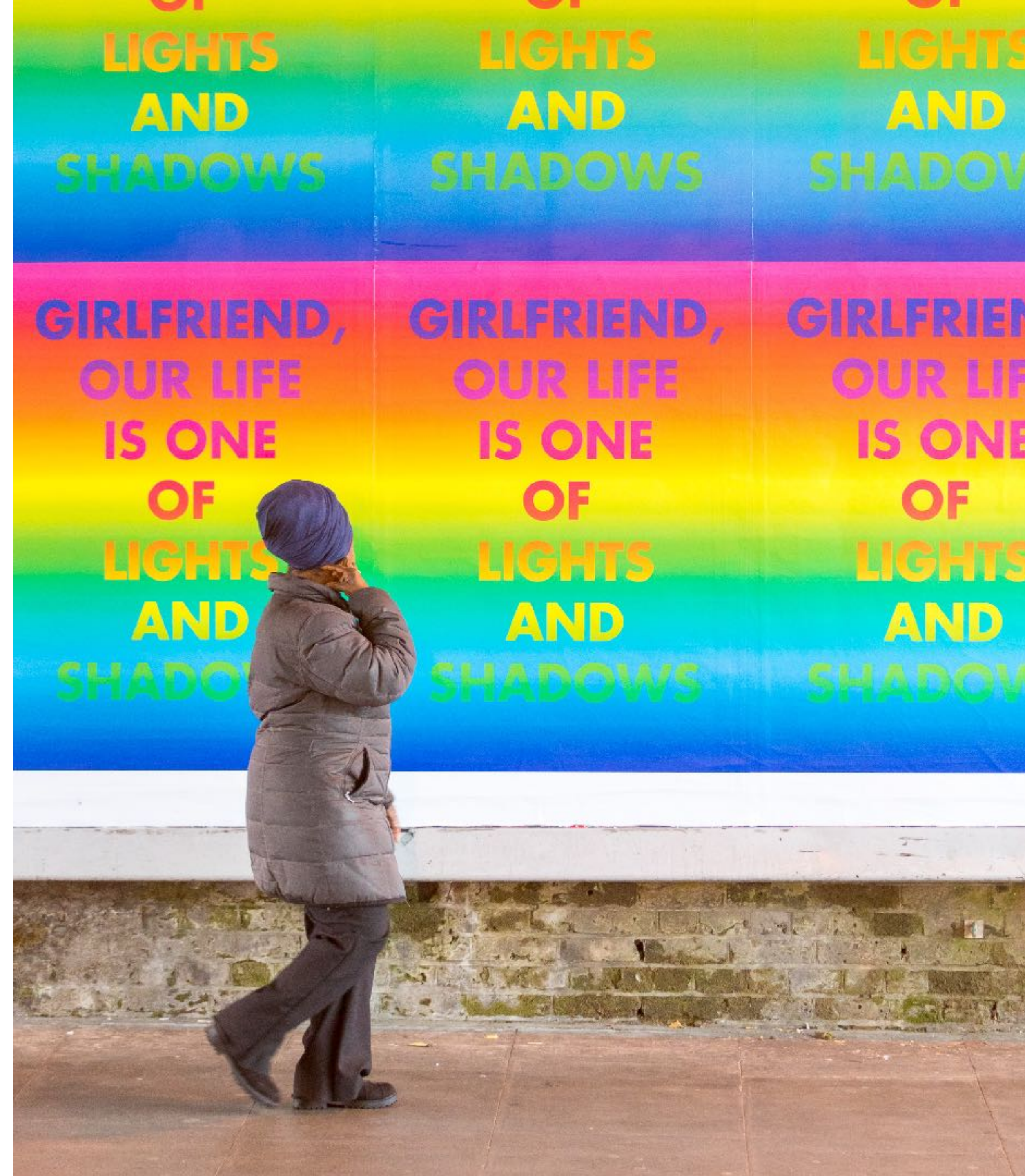


EQUAL OPPORTUNITIES

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.



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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