

# ACAVA



**Workshop Assistant Recruitment Pack**

May 2022

# Workshop Assistant

**Contract:** Sessional

**Hours:** Half-day (4 hours) each workshop

**Salary:** London Living Wage (£11.05)

**Benefits:** 22 days holiday p/a pro rata

**Reports to:** Programme Manager

**Manages:** None

**Key internal relationships:** Project Artists, Programme Managers, Programme Coordinator

**Location:** North Kensington, 54 Blechynden Street W10 6RJ, 4 Maxilla Walk W10 6NQ

## Equality and diversity

ACAVA is committed to equal opportunities, diversity and inclusion and we are keen to address imbalances in our team. We encourage applications from all races, religions, genders, countries of origin and sexual orientations.

We actively encourage you to apply if your background or lived experience are underrepresented in the arts sector.

Please ask us for this information in alternative formats.

If you have access requirements at any stage, please email [programmes@acava.org](mailto:programmes@acava.org)

## **About the role**

We are looking for a Workshop Assistant to assist with the delivery of our public programme.

Initially, the Workshop Assistant will support our programme team to run Flourish, our school holiday art programme for families with primary school-aged children in North Kensington (West London). The successful candidate will shadow a current Workshop Assistant before assisting alone.

We can guarantee at least 1 week (3 half-days total) of workshops during the 2022 summer holidays, with the expectation that opportunities will arise to support other North Kensington programmes including: Cultivate Create, Young Artists and special one-off projects.

ACAVA will carry out a new DBS check for the successful candidate and provide Safeguarding training. We also offer the opportunity for additional training.

## **What we are looking for**

We are seeking a personable individual who is able to communicate with a broad range of people of different ages and backgrounds, enjoys working collaboratively, is highly organised and has some experience in supporting the delivery of creative workshops. Individuals will also need to be computer literate with good knowledge of Microsoft Word and Excel.

This role would suit a student, recent graduate/person in an early-stage career and/or someone interested in gaining more experience in working with people in a community arts context.

This is an exciting time to join a dynamic organisation with a strong, committed team working towards the delivery of a new culturally and socially driven mission.

## About ACAVA

ACAVA is an arts education charity that evolved from artist-led initiatives in the early 1970s. For almost 50 years ACAVA has been amongst the UK's most progressive affordable workspace providers; helping to define the sector and making an immeasurable contribution to the visual arts, creative industries, arts education and community arts.

We are currently one of the largest affordable workspace providers with a portfolio of 20 buildings, exhibition spaces and workshops located in London, Essex and Stoke-on-Trent that support a community of 400 creative practitioners.

ACAVA provides affordable workspace, professional development, exhibition opportunities for artists as well as local community focused arts programmes that engage children, young people, families and adults through co-created activities with professional artists.

We have pioneered creativity in health and wellbeing settings for over 30 years and this remains fundamental to our programming philosophy today.

Activities delivered from our two-site campus in North Kensington exemplify decades-long successful collaborations with the NHS, Clinical Commissioning Groups, local stakeholders, artists and communities. Since 2017, we have been the lead cultural organisation delivering programmes that help enable people to memorialise and recover from the Grenfell Tower fire.

We create meaningful experiences with positive outcomes on wellbeing, personal growth, and social cohesion that also inspire people to participate in the arts, promote confidence and learn new skills. In recognition of the significance of this work, ACAVA has been shortlisted for the Award for Civic Arts Organisations (2022) by the Calouste Gulbenkian Foundation and King's College London.

For more information, please visit our [website](#).

# Key responsibilities

## General tasks

Undertake all necessary administration in relation to workshop delivery including: welcoming families, registration, photo permission forms and evaluation forms.

Support the facilitating artist in preparing the workshop space and resources.

Ensure the risk assessment is followed as appropriate during workshop delivery.

Document the workshops by photographing key moments and achievements.

Reflect with the artist at the end of the session; what went well / what could be improved.

Update the Programme team on the sessions.

## Person Specification

The successful candidate should arrive with the essential elements from day one. The 'desirable' elements indicate the experience, knowledge and attributes that could be developed in post, if the successful candidate does not possess them all from day one.

## Experience and knowledge

### Essential:

Experience of basic administrative tasks

Some experience of working with children and families within an arts-based context

Good knowledge of Microsoft Word, Excel and Forms

**Desirable:**

Demonstrable experience of supporting arts-based workshops

Understanding and awareness of safeguarding protocol

**Skills****Essential:**

Good interpersonal skills and ability to handle challenging situations

Good organisational skills

Ability to work effectively and collaboratively as a member of ACAVA's team

Reliable and conscientious

Demonstrates good use of initiative

Ability to be discrete and maintain confidentiality

**Desirable:**

Up-to-date First Aid qualification

**How to apply**

To apply for this role please submit the following by email to [programmes@acava.org](mailto:programmes@acava.org) with the subject line: Application for Workshop Assistant.

- Completed Application Form (including the Application Question).
- An up-to-date CV
- Equal Opportunities Monitoring Form (optional). All information in this form will be separated from the application documents on receipt and held separately and anonymously for monitoring purposes only.

If successful, you will be required to provide proof of eligibility to work in the UK.

We are only accepting online applications for this post. If you have a disability that makes it difficult for you to provide information in this way, please email us at [programmes@acava.org](mailto:programmes@acava.org) for assistance.

ACAVA will not store any of your details beyond this recruitment, and all enquiries and applications will be treated in the strictest confidence.

## Dates

**Closing date for applications:** Monday 30 May 2022 at midnight.

**Interviews:** Shortlisted applicants will be contacted w/c Monday 6 June 2022. Interviews will be held in-person at ACAVA Maxilla Walk Studios on Tuesday 21 and Wednesday 22 June.

**Start date:** July 2022

# ACAVA

54 Blechynden Street  
London W10 6RJ

[www.acava.org](http://www.acava.org) @ACAVAarts

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