

Hello!

Thank you for your interest in the position of Communications & Admin Assistant at **Aspex Portsmouth**.

We are looking for someone who is highly-motivated with excellent communication, digital and administrative skills, and a passion for contemporary art and culture, to join our small but perfectly formed team. This is an entry-level role, with key responsibility to drive awareness, increase engagement and visitor numbers, through traditional and digital media, while also supporting the day-to-day administration of the organisation.

Aspex is more than a gallery, it is a creative hub for the region. Our mission is to cultivate art, creativity and a collaborative community. A charity, located in the historic Vulcan Building at Gunwharf Quays on the waterfront at Portsmouth Harbour, the gallery also delivers its programme and special events around the City, internationally and increasingly online.



The team, board members and I are passionate about offering new opportunities to people who might not otherwise think about working in the arts. We also understand that for people wanting to pursue a career in the arts getting a foot in the door can be really difficult. We therefore welcome applications from people who have wider communications and administrative work experience but have not yet worked in an arts organisation. Aspex is a creative team of staff, trustees and volunteers and we value everybody's ideas and ambitions.

For further information please read the full details in the attached job description and person specification.

If you have any questions about how to make your application please get in touch by emailing me at jobs@aspex.org.uk or request a call back by calling the gallery during opening hours on 023 9277 8080.

We look forward to hearing from you!

Joanne Bushnell
Director, Aspex Portsmouth

Communications & Admin Assistant

Job Description & Person Specification

Aspex Portsmouth is looking for a highly motivated individual with excellent communication, administration and digital skills and a 'can do' attitude to join its committed team. A passion for contemporary art and culture is desirable but you might not have worked in the arts before. The Communications & Admin Assistant will be joining Aspex Portsmouth, as we build on our 40+ year history of providing opportunities for people of all ages and backgrounds to experience contemporary visual art - from looking and discussing, to making and curating.

Job Description

Communications & Admin Assistant

Salary: £20,020

Hours: Full time (35 hours per week / Tuesday - Saturday)

Responsible to: The Marketing & Communications Manager

Job summary: You will be responsible for supporting all aspects of communications, working closely with the Marketing & Communications Manager. You will also work with the Director and wider team, providing vital administrative support. This is an entry-level role, with key responsibility to drive awareness, increase engagement and visitor numbers, through traditional and digital media, while also supporting the day-to-day administration of the organisation.

You will be responsible for:

Communications	<ul style="list-style-type: none">• Assist the Marketing & Communications Manager to create and schedule organic and paid content across our social media channels (Instagram, Facebook, X, LinkedIn etc.), ensuring communications are strategic and dynamic.• Support the Marketing & Communications Manager to document internal and external activities across our programme and wider community outreach.• Update Aspex Portsmouth's website, including creating new listings and pages to support the communication of our programme.• Support with timely and effective e-newsletter and event communications using platforms including Mailchimp and Eventbrite.
Audience data & research	<ul style="list-style-type: none">• Collect audience data through in-person audience surveys and digital channels, adhering to best practice and regulatory requirements.• Support the Marketing & Communications Manager to input and analyse data, to make informed improvements to our content and the marketing strategy.

Administration & HR function	<ul style="list-style-type: none"> ● Oversee the smooth running of Aspex Portsmouth’s office (general enquiries, mail, filing, office supplies). ● Administration of all recruitment and personnel matters including duty management rotas, and the annual update of the Employee Handbook, including research to ensure compliance with all relevant regulations and employment legislation. ● Monitor and keep records of all grant applications and ensure compliance with funders conditions for receiving instalments. ● Support the Director in the organisation of Board/sub-group meetings, distributing papers, taking minutes.
General	<ul style="list-style-type: none"> ● Represent the gallery on Front of House and during organisation-wide activities, including attending offsite events; ● Train and support Volunteers to undertake communications tasks; ● To be part of the rota of Duty Managers during daytime opening and regular special events including evenings and weekends; ● Undertaking all other appropriate duties for the effective administration and operation of the gallery as required by the Director.

The Communications & Admin Assistant will at all times carry out their duties with due regard to **Aspex Visual Arts Trust’s** Health and Safety and Equality, Diversity & Inclusion and other relevant policies.

Person Specification

All criteria are essential unless specified by (D) in which case they are desirable.

Experience:

- Developing and implementing communications and social media activities
- Copywriting for digital channels and flexibility to adapt tone of voice
- Familiarity with Google Workspace, Microsoft Office (especially Excel), updating website CMS systems (especially Wordpress), Mailchimp and ticketing systems
- Familiarity with Adobe Creative Suite (D)
- Data collection, protection, analysis and reporting

Knowledge & Skills:

- Excellent administrative skills, including working knowledge of Google Workspace

- Excellent organisational skills, with the ability to work accurately, remain calm under pressure and deliver to tight deadlines
- Excellent communication skills, both written and verbal including the ability to communicate well with a wide range of people across varied platforms, both online and in person
- Strong IT skills, including website management, social media and other digital marketing tools and an aptitude for new approaches
- Demonstrable literacy and numeracy skills
- Be able to act on own initiative, manage your own time and prioritise workload
- Work productively and positively within a team, with a proactive and supportive approach to training volunteers and interns
- Be flexible and adaptable with the changing needs of the organisation
- Have a good knowledge and understanding of customer care and Health & Safety
- Commitment to equality, diversity and inclusion.

Aspex Portsmouth welcomes applications from all members of the community, irrespective of gender, race, disability and age. We are committed to organisational learning and allow all of our employees to work flexibly, to ensure that personal/caring responsibilities and artistic practices can be maintained. While we are offering this role as a full-time position, we will consider approaches including job share partnerships.

Access/Support

The Communications & Admin Assistant will be provided with an iMac computer for use on site at Aspex Portsmouth.

Aspex can support the Communications & Admin Assistant with an [Access to Work](#) application to secure support based on your needs. This may include a grant to help cover the costs of practical support in the workplace or at home, help getting to and from work, support worker services and/or mental health support.

We are very open to a discussion about additional support/resources that might be needed during the application process or once recruited to the job to enable you to do your best work. This will not affect your eligibility for the role or the strength of your application. For an informal conversation about additional support please contact Joanne Bushnell by emailing jobs@aspex.org.uk or by calling the gallery on 02392 778080 to request a call back.

For information and useful resources about access visit:

<https://www.gov.uk/access-to-work>

<https://www.accessdocsforartists.com>

To apply

We want to make the application process as simple as possible for you.

Using the subject heading 'Communications & Admin Assistant, please email jobs@aspex.org.uk a pdf of both your CV and cover letter (letter should be max 2 pages) which should outline how your skills and experience match the person specification.

Alternatively, applications may be made by video or audio recordings (max 5 mins) provided as MP4 or other accessible link, and should be emailed with your CV to the same address and using the same subject heading as above.

All applicants must also complete an anonymous Equal Opportunities Monitoring form. This will help Aspex better understand the reach and fairness of our recruitment process.

Please [CLICK HERE](#) to complete the monitoring form.

Closing date for applications is Sunday 3 December, 2023.

Interviews will be held on **Tuesday 12 December, 2023** with two members of the Aspex staff team (Joanne Bushnell, Director and Kirstie Banks, Marketing & Communications Manager).

On **Thursday 30 November, 2023 from 1pm-2pm**, we will hold an Open Afternoon at the gallery for anyone interested in finding out more about the Communications & Admin Assistant role. This will be an informal opportunity to talk to Kirstie Banks and other team members, to find out more about the post and Aspex Portsmouth.

Aspex | Background

Aspex brings new art and ideas to the heart of Portsmouth. Our mission is to cultivate art, creativity and a collaborative community. We believe art makes our lives better, brings joy, broadens minds, facilitates learning and creates meaningful connections in our communities. We create opportunities for people of all ages and backgrounds to experience contemporary visual art – from looking and discussing, to making and curating.

Our vision

Portsmouth loves art and is connected with a worldwide creative community.

Our values

Ambition – for the work and lives of artists and our wider community;

Experimentation – championing innovative arts practice;

Collaboration – we can achieve more working in partnership than alone;

Inclusivity – be open and welcoming to all;

Inspiring – engage and encourage the next generation of creatives;

Brave – be courageous in the way we work, taking (calculated) risks to make a real difference;

Caring – about human rights and the planet, taking our environmental responsibility seriously.

Established in 1981, we have a 40 plus track record of supporting artists at a critical point in their career to make new work and connect with communities to make a social impact. Through our ambitious and experimental programmes, we enable people to learn new skills, take part in activities which increase confidence and self esteem, and bring communities together through meaningful creative experiences.

We support and develop the visual arts ecology on a sub-regional, national and international level, working with artists in their early-to-mid careers to inspire people and help create a society that embraces community, diversity and inclusivity. Aspex takes a holistic approach to programming across exhibitions, learning and artist support. We strive to make each project meaningful by fostering collaboration and connection between artists, communities and organisations from the arts, education and other sectors.

Based in an historic former naval storehouse on the waterfront at Gunwharf Quays, a busy leisure and retail centre, our building provides an inspiring setting to welcome visitors to our creative hub/gallery base. From here we deliver an ambitious seasonal programme of exhibitions and events, while also reaching out across Portsmouth and South East Hampshire through offsite exhibitions, projects in the public realm and participation through our learning programme and Mobile Art Studio.

Aspex Visual Arts Trust is a registered charity (1007620) and a company limited by guarantee (267597), governed by a board of Trustees. A National Portfolio Organisation of Arts Council England, South West, we also receive annual financial support from Portsmouth City Council. We raise money for the programme from trusts and foundations, sponsorship from businesses, and donations from individuals. We also earn money from craft sales, premises hire, education activities and of other services related to the staff teams' expertise, all of which is invested back into the creative programme.

Looking to the future

Our future plans focus on improving access to cultural opportunities for our audiences and participants who live in Portsmouth and the surrounding area, while working to engage the wider community who may have not previously visited the gallery, seen or interacted with contemporary visual art before. We have established meaningful relationships with people with dementia, children and young people, the refugee and asylum seeker community and our focus is on improving access/experience for them - continuing to provide a vital service that they would otherwise have limited access to. Firmly rooted in our local community we will deliver targeted programmes to increase the depth of our relationships and our knowledge and understanding of people's needs, while also valuing their experience and expertise.

This approach will inform our work with artists, ensuring that commissions and opportunities at the gallery and in the public realm are rich and impactful, locally meaningful and globally relevant. Building on past experience we will offer high quality professional development opportunities to diverse artists, makers and creatives. Our holistic approach will focus on the development of the local arts/cultural scene, including: increasing awareness of creative careers and provision of entry points into the sector; providing paid opportunities; and increasing artistic aspirations.

Through collaborative working in strong partnerships, a culture of experimentation and a commitment to raising the ambitions of both Aspex and the artists and communities with whom we work, we will make a real difference to people's lives and ensure that culture in Portsmouth thrives.

For further information about Aspex please see: www.aspex.org.uk

