

LUX Scotland
350 Sauchiehall Street
Glasgow
G2 3JD

Tel: +44 (0)141 319 8377
www.luxscotland.org



Dear Applicant,

RECRUITMENT PACK: PROJECT ASSISTANT

Thank you for your interest in the post of Programme Assistant at LUX Scotland. You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job Description
- Person Specification & Eligibility Criteria

To apply please send your CV, together with a one-A4 page covering letter explaining why you are interested in the position and the skills and experience you could bring to the role along with the separate equal opportunities form to scotland@lux.org.uk with the email title Programme Assistant / [Your Name].

Deadline: 10am on Monday 28 February 2022. We are unable to consider applications after this point. Interviews will take place on Monday 14 March, via Zoom.

If you have any specific access requirements or need extra help applying also contact us at scotland@lux.org.uk

INTRODUCTION

LUX Scotland is a non-profit agency dedicated to supporting, developing and promoting artists' moving image practices in Scotland. Working at the intersection of the contemporary visual arts and film sectors, our core activities include public exhibition and touring projects, learning and professional development for artists and arts professionals, distribution, commissioning and production support, research and sector advocacy. From our base in Glasgow, we work with a growing network of national and international partners, including museums, contemporary art organisations, film festivals and educational institutions to deliver our programme.

We are looking for a creative, committed individual who is interested in the work of LUX Scotland and wants to learn more about how we support, develop and promote artists' moving image across Scotland.

The visual arts sector in the UK currently does not reflect the communities in which it works. LUX Scotland is committed to addressing this through all aspects of its work and we particularly welcome applications for this position from individuals from Black and other global majority backgrounds, from low income backgrounds and disabled people.

JOB DESCRIPTION: PROGRAMME ASSISTANT

Days:	25 hours per week Monday 9.30am-1.30pm Tuesday, Wednesday, Thursday 9.30am-5.30pm (includes 1 hour lunch break)
Salary:	£9.75 per hour (Living Wage)
Contract:	Fixed term contract, 6 months
Responsible to:	LUX Scotland Director
Based at:	LUX Scotland, CCA, 350 Sauchiehall Street, Glasgow (Note: The LUX Scotland team are currently working from home, and plan to do so until the end of March. We hope to return to the office in April, but if working from home is still recommended beyond this point, then the Programme Assistant would need to adhere to this guidance too.)
Eligibility:	This post is supported by the Department for Work & Pensions KICKSTART Scheme. It provides funding to employers to create jobs for 16 – 24 year olds on Universal Credit for 25 hours per week for a total of 6 months. Applicants must be referred via their Work Coach, and we will require your unique Introduction ID to consider your application.

PURPOSE OF THE POST

The Programme Assistant, a 6 month role supported by the [Kickstart Scheme](#), will work closely with the LUX Scotland team to understand how a small-scale, non-profit arts organisation works and learn about the different skills and roles involved in delivering our programme dedicated to artists' film and moving image. The Programme Assistant will assist with the organisation of a range of events, including understanding event management and delivery, administration, communications and marketing across our diverse programme of screenings, events, talks, workshops, and online content.

PERSON SPECIFICATION

Desirable:

- Interest in developing and delivering public programming and curatorial projects
- Interest in artists' moving image practice and an interest in the visual arts and film contexts in which LUX Scotland operates
- Active engagement in the contemporary visual arts sector
- Excellent verbal and written communication skills
- Well-organised with exceptional attention to detail
- Knowledge of film and video technologies; and editing software
- Self-motivated approach to working and experience of multi-tasking
- Strong interpersonal skills, and ability to work effectively as part of a team
- Mac-based computer literacy and working knowledge of Google Drive and Google Docs
- Experience of working in a small-scale arts organisation or equivalent

DATA PROTECTION

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Your application will be kept on file for a maximum of six months and then destroyed in a confidential manner. Any applications received after the closing date will be destroyed immediately.