

Emergency Exit Arts: Building Blocks Programme - Arts Administrator

[Emergency Exit Arts](#) (EEA) is one of the country's leading outdoor arts companies working on spectacular events across London, the UK and internationally. Based in the Royal Borough of Greenwich for over 45 years, we are offering a paid placement opportunity exclusively to Greenwich residents looking to learn and develop skills as a dynamic Arts Administrator.

WHAT YOU WILL LEARN

Working closely with the Executive Director and CEO, the role will support the everyday operations of the company from office support, marketing, fundraising, evaluation and reporting as well as involvement in an array of exciting projects in Greenwich and nationwide.

We will introduce you to other industry professionals and support you where possible to secure further employment.

YOU WILL NEED:

- To be over 18 years of age
- To demonstrate a keen interest in the arts
- Excellent written and verbal communication skills
- Excellent IT and technical support skills.
- Common sense - you will always spot opportunities to simplify and improve processes to drive better results.
- Enthusiasm & commitment.

TERMS

168 hours/ 24 days paid at London Living Wage (currently £14.80 per hour).

This could be the equivalent of one to two days per week for a six-month period or an intensive period of one month.

We can be flexible around your other commitments and responsibilities.

Deadline for applications: **Monday 15th June 10am**

Interviews will be held in person at Rothbury Hall, Greenwich SE London:

Role Starts: Early to Mid-July but **flexible around other commitments**

If you have any access requirements, questions or need to use alternative methods of application please do not hesitate to get in touch - we are happy to make reasonable adjustments. We are particularly keen to receive applications from individuals from under-represented communities which include but are not limited to; those with disabilities and learning disabilities, d/Deaf people, Global Majority people, members of the LGBTQ+ communities, and those who identify as gender nonconforming.

How To Apply

Please tell us why you would like this opportunity and how it could support your future ambitions
Also tell us what experience you have, particularly if you have any administrative experience.

You can give us this information any of the following methods:

- Writing a “personal statement” (we would suggest a maximum of one A4 page of a word document)
- Recording your statement in a video (we would suggest 2 minutes)
- Recording your statement as an audio message (we would suggest 2 minutes)

Please also tell us about your previous work experience by:

- Providing a written CV. This can include any previous work experience, education, and voluntary experience that you think is relevant to this role.

Please also complete our equality and diversity monitoring form and return with your application, please note this will not be processed alongside your application but helps us ensure we are reaching as many people as possible.

Send your completed application and equality and diversity form to info@eea.org.uk with ‘Arts Administrator’ in the subject line.

If you have any questions about this role prior to submitting your application, please contact us at info@eea.org.uk.