

## Breakthrough Programme Employer Job Description Form

Employer name	Brighton Dome & Festival Ltd.		
Employer Website	<a href="https://brightondome.org">https://brightondome.org</a>		
Employer main contact	Emma Collins		
Employer email	emma.collins@brightondome.org		
Start Date	Monday 23 <sup>rd</sup> September	Hours Per Week	25
Working week	9:00 to 17:00 4 days a week with 1 hour for lunch (unpaid).  Occasional evening and weekend work will be required.	Hourly Wage	£12.00

Job Title	Project Assistant (Youth Engagement)		
Company Overview			
<p>Brighton Dome &amp; Brighton Festival is located in the heart of Brighton &amp; Hove. We are an arts charity made up of three contemporary arts venues (within historic buildings), a Music Hub, Create Music – and the biggest curated cross-arts festival in England.</p> <p>We also lead Future Creators, the Local Cultural Education Partnership, working with the creative industries, local business, youth groups, schools, arts and heritage health and social services, to develop the creative potential, skills and voice of young people and young adults.</p> <p>Our purpose is to enable extraordinary experience where people can come together to enjoy, imagine, create and change.</p>			
Job Description			
<p>You will work as a member of the Future Creators team to provide support for the Coastal Catalyst programme, a partnership programme between Brighton Dome &amp; Brighton Festival and De La Warr Pavilion. You will be responsible for the setting up and running of youth boards which are at the heart of the Coastal Catalyst programme and will contribute to and co-ordinate the delivery and evaluation of the Coastal Catalyst in East Brighton, Littlehampton and Bognor Regis:</p>			

The role will include:

- **Engaging with local young people (14-25)**  
Developing relationships with key local organisations to recruit the youth board members ensuring that they are representative of all the communities we are working with.
- **Event management**  
Setting up youth board meetings including the finding of the event space, identifying access barriers for young people, organising refreshments, and chairing the meetings.
- **Skills development**  
Identifying the skills that the young people engaged in the youth boards need to excel in their roles and finding training opportunities for them.
- **Digital campaigns**  
Assist in all digital campaign activity and use and update database when required.
- **Project administration support**  
Supporting the wider project with the completion of administrative tasks including updating spreadsheets, managing a mailing list, creating monthly newsletters to update interested young people, collecting data for evaluation, and undertaking interviews to create project case studies.
- **External communications**  
Running the project social media accounts ensuring that we are relevant and appealing to the age group that we are targeting. You will also work collaboratively with the communications teams both at the Brighton Dome & Brighton Festival and De La Warr Pavilion.

The role will be mostly be in the work place (based at Sound Rooms, Brighton) but with the occasional need to travel to other partner venues/locations in East Brighton and West Sussex.

#### Skills and development

Candidates should be working towards:

- Good communication skills
- Strong organisational skills
- Self-management
- Experience of IT applications e.g., Microsoft Office Suite: Word/Excel/Teams.
- Knowledge of Youth engagement and use of social media to promote this.
- Interest in the Creative Industries
- Knowledge of research/evaluation.

### Personal Qualities

- Flexible
- Agile
- Willing to learn
- Takes initiative
- Energetic
- Collaborative
- Communicative
- Attention to detail

### Future Prospects

This is a 6-month placement with the potential to extend the contract to 18 months.

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.