

Kickstart Placement

Trainee Project Assistant, Creative Industries

Placement summary: You will be trained to support the programme team with research, event and general administration, developing knowledge and experience across project management and immersive technology.

Creative England is part of the Creative UK group. We are the network for the creative industries and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy to build prosperity and bring communities together.

The introduction of the UK government Kickstart Scheme brings an exciting opportunity to create a new role for a young aspiring project professional with an interest in the immersive tech and wider creative sector. You will receive training and support throughout the placement with clear development objectives. Placements will develop knowledge and skills of project, events and general administration whilst bringing a young fresh perspective to the impact we can make across the creative sector.

If you are passionate about the creative sector and an interest in developing skills as a project administrator, then we want to hear from you!

CONTRACT: 25 hours per week, 6 months

PAY: 100% of the [National Minimum Wage](#) (or the [National Living Wage](#) depending on your age)

LOCATION: UK WIDE, Bristol proximity preference. *Office working will be flexible. All on boarding and training will be done by Video Conference, placements will be provided with the necessary equipment to work from home.*

TO APPLY: Are you 16 – 24 year olds and on universal credit? If so, you can **apply via a job coach at your local Job Centre Plus just quote VACANCY ID: V0000295317**. Application is simply by cover note and CV to jobs@creativeengland.co.uk by **1st November 2021**. We are planning on holding interviews as/when applications are submitted so may close the deadline sooner once appointment is made.
Interviews will take place by MS Teams Video Call.

Key duties, with training and guidance from our team of experts

- Operations support:
 - Preparing contracts and report templates
 - Sourcing and filing project data
 - Coordinating meetings with mentees
- Event support
 - Administrative and logistical support for events
 - Desk research for potential speakers
 - Coordinating meetings and workshops
 - Work with the team to support project marketing
- Desk based research to develop Industry insights
 - Keeping up to date with and curating stories and opportunities within immersive technology
 - Supporting creation of assets promoting film friendliness in Plymouth

The candidate:

- Communication skills and desire to liaise with people over the phone and email
- Good organisational skills
- The ability to multi-task; prioritise workload and deadlines
- Good IT skills MSOffice
- Interest in the UK creative industries
- A basic understanding or interest in immersive technology (AR, VR etc.)
- A willingness to learn

*Diversity Changes Everything: We value difference and celebrate the creativity that it brings.
We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities and talents.*