



We are currently recruiting for an Accounts Assistant through the government's Kickstart scheme. This is a great opportunity to develop a wide range of skills in a friendly, supportive environment. Suitable candidates must be aged 16-24, currently be claiming Universal Credit and are required to apply through local Job Centres following a referral from their Work Coach. Anyone interested should speak to their Work Coach as soon as possible.

Through this placement, you will have access to a range of informal learning and development opportunities throughout their placement, including 1:1s with staff in different aspects of the organisation, and advice on progression routes within the sector. Successful candidates will also receive support from our Kickstart gateway [Creative Access](#) including an induction day, masterclasses and mentoring.

OFFICE & MARKETING ASSISTANT

We are looking for an Office & Marketing Assistant to join our team as part of the government's Kickstart Scheme.

We are looking for someone with an interest in developing administrative, business and marketing skills within the music and arts sectors. Some experience is required however we will provide you with support, training and mentoring to help you with both your job and your career progression.

This role will give you first-hand experience of working within a music venue and will enable you to gain an understanding of all departments working at our venues.

Roles and responsibilities

Office support

- Providing general administrative and reception support to the team
- Sorting, distributing and responding to emails that come to the venues' general inquiries inboxes
- Placing stationery orders as requested
- Collecting and sorting the post
- Assisting various teams with maintaining databases and calendars
- Assisting with filing and record-keeping
- Conducting research as required
- Completing specific projects as required
- Managing the venues' utilities accounts and correspondence
- Overseeing and organising all IT needs and support
- Managing guestlists at both venues
- Managing Crowdfunder supporters and their requests
- Organising Crowdfunder rewards

Marketing & ticketing support

- Managing ticketing allocations for both venues and liaising with ticketing agents as required
- Supporting the Marketing team with social media posts
- Supporting the Marketing team with the creation of marketing collaterals
- Updating the website with new event pages
- Coordinating the printing of marketing collaterals as required

Co-working spaces management

- Managing the Meeting Room: bookings, maintenance, cleanliness, supplies
- Being the main point of contact for VU tenants
- Advertising office spaces and organising viewings
- Organising maintenance works or repairs as and when needed

Person specifications

- Organised, self-motivated, with a high level of initiative and the ability to work across a range of tasks simultaneously
- Good organisational, administration and communication skills
- Accurate with a good eye for detail
- Experience of using social media, digital tracking tools and updating websites
- Interest in developing administrative and business skills
- Good IT skills, particularly in Google Apps, Word, Excel, Photoshop
- Demonstrable and informed interest in what we do
- **Desirable:** one year experience of working in a similar role
- **Desirable:** experience using graphic design tools such as inDesign, Photoshop or Canva

IMPORTANT INFORMATION

About Village Underground & Earth

Village Underground is a multidisciplinary venue presenting live concerts and electronic music events alongside theatre, performing arts and visual arts. Each year, VU has an attendance of over 150,000 people, stages more than 500 performances and works with more than 1500 artists.

Earth opened its doors in September 2018 and has since hosted 500+ events and welcomed more than 100,000 audience members. Earth looks to become a leading light in the city for audiences of all ages and walks of life to meet, listen, watch, dance and enjoy all that artistic endeavour and creativity has to offer.

Both venues play host to commercial events, the revenue of which is put back into the artistic and education programmes.

Villageunderground.co.uk | earthackney.co.uk

Contract & Salary

- Full time (42.5 hours/week)
- 1 year placement
- Salary: £24,000
- Start date: October

DWP's Kickstart Scheme

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Contact

If you have any questions about the companies, the role, its specifications or your suitability for the position, please contact Amelie Snyers (amelie@villageunderground.co.uk).