

The Model



Programme Assistant (Design + Visual Art)

The Model is recruiting a Programme Assistant (Design + Visual Art) to work closely with team on the design of promotional materials, and to assist the Director on the administration of the Visual Art Dept. The successful candidate should have a good knowledge of Adobe Creative Suite and a background in Visual Art or Design, training will be provided. The position is offered under the DSP's Community Employment Scheme and is for 19.5 per week. Key areas of work include:

- Coordinating fine art shipping and transportation
- Preparing labels and information texts for print
- Sourcing and researching materials and / or goods, and obtaining quotes
- Preparing Artists Contracts and Loan Agreement forms
- Providing support to exhibiting artists, and booking travel and accommodation
- Managing day to day correspondence + attending to copyright and reproduction requests
- Maintaining files and other general administrative tasks
- Designing adverts for local press
- Designing E-newsletters - weekly to master list and monthly to schools, under the direction of Marketing Coordinator
- Designing social graphics for Facebook & Twitter
- Maintaining the Image Bank
- Design requirements for other departments – as requested by Marketing
- Supporting the design aspects of exhibitions as required, with the Curatorial Dept
- Other general administrative tasks as requested by the Director

The position is available under the DSP community employment scheme and requires nineteen and a half hours per week. The workweek is Tuesday to Friday unless otherwise notified. Occasional evening and weekend work is required.