ROSETTA ARTS

CREATIVE ADMIN & ART TECHNICIAN

ABOUT ROSETTA ARTS

Rosetta Arts is an Arts Council England National Portfolio Organisation and is proud to be a dynamic organisation, delivering exciting, innovative and creative courses, workshops and experiences for underrepresented and marginalised people in Newham and wider East London. We reach out to those who otherwise have little access to the rich and transformative benefits of the arts and education; working across gender, disability, age and class; we respond to poverty and inequality by acting as a catalyst for creative talent.

At our home base in West Ham, Newham, we have several art spaces and studios including a ceramics studio with kilns, photography studio, darkroom and a gallery. Our work centres around visual arts and crafts across a wider range of artforms including ceramics, photography, drawing, painting, mosaics, printing, and greening.

Our key delivery pillars centre around:

- Creative wellbeing
- Inclusive opportunities
- Artist and creative sector development

This is an exciting time to join Rosetta Arts on our new journey - over the past year, we've gone through a period of reflection and organisational development and we feel we now have the building blocks in place to reboot our exciting programmes. We have a skilled, dedicated and friendly new staff team; eight committed new Trustees and a new Chair - all of this is bringing new focus, passion and energy.

CREATIVE ADMIN & ART TECHNICIAN

POST TITLE:	Creative Admin & Art Technician
SALARY:	£15.45 per hour
DURATION OF ROLE AND HOURS:	25 hours a week **(includes mandatory regular shifts on Saturdays and one weekday evening: Monday or Tuesday)**
LENGTH OF CONTRACT:	6 months fixed term (with opportunity to extend)
START DATE:	December 2026
LINE MANAGED BY:	Deputy CEO
OFFICE BASE:	Rosetta Arts, 1 Hamilton Road, London, E15 3AE
APPLICATION DEADLINE	**30th November 2026 at 5pm**
INTERVIEW DATES	**w/c 7th December 2026**

Successful candidate will be subject to Enhanced DBS and Right to Work checks.



ABOUT THE ROLE

This entry level role will give a hands-on introduction to how a vibrant arts organisation runs. Spanning creative technical support, venue operations and office administration, this role is ideal for an individual looking to build a career in creative admin or venue management, and gain art technician skills.

This appointment is a technical position supporting the organisation with the smooth running of classes, workshops and the gallery. The successful appointee will be required to work closely with the teaching staff and to maintain stock levels of materials and equipment.

Please note, due to the venue-focused nature of the role, aspects of this role require the appointee to be active and physical. This role is required as a key physical presence during our busiest times, including regular Saturday daytime shifts and weekday evening cover (Mondays or Tuesdays). You will also play a crucial role in setting up spaces, which involves manual handling, such as safely moving tables, chairs and studio supplies (up to 20kg) and completing practical DIY tasks like drilling, mounting artwork, and working on ladders.



MAIN DUTIES AND RESPONSIBILITIES

This list of tasks is not exhaustive and is subject to regular review.

ADMIN & OPERATIONS

- Carry out daily administrative duties including office correspondence, managing post and taking clear meeting minutes, as well as general admin support to ensure the office runs smoothly.
- Act as first point of contact for queries, responding to day-to-day email and phone enquiries, scheduling meetings and supporting visitors and guests, while maintaining a warm and professional communication style across all channels.
- Provide accurate and timely information to colleagues and external enquirers.
- Manage the main admin email account and route communications to the appropriate member of staff.
- Carry out essential office tasks such as filing, typing, copying, binding, scanning etc. Improve and keep up-to-date filing systems on Google Drive.
- Maintain inventory for office supplies by checking stock levels, anticipating re-stocks, placing and expediting orders for replenishment.
- Coordinate room booking / room hire requests and keep events calendar up to date.
- Ensure notice boards / displays are kept up to date and tidy.

ART TECHNICIAN

- Maintain studio equipment, materials and facilities with care, ensuring a safe and welcoming environment, ready for classes, courses and events.
- Prepare art materials, tools and equipment for courses and workshops, and help reset spaces neatly afterwards.
- Work closely with teaching staff to make sure all necessary supplies are ready for sessions, demonstrating the proper use of equipment when appropriate.
- Maintain organised stock rooms and inventory records, checking stock levels, anticipating re-stocks and placing timely orders for materials.
- Take charge of the efficient and safe storage of materials, equipment, and artwork, including checking incoming deliveries and unpacking/distributing supplies.
- Help staff and teaching staff prepare learning resources and teaching aids, providing practical assistance with studio setup.
- Take responsibility for organising exhibitions across the centre and off-site locations - including mounting, framing, hanging and installing artwork with care and due consideration of Health & Safety. This requires practical DIY skills such as drilling and working on ladders, (should training be needed for these skillsets, it will be provided by Rosetta and must be completed in a timely manner by the successful candidate).

- Set up rooms to required specifications for activities, events and meetings, and help manage the setup and breakdown of spaces.
- Keep a close eye on health and safety, flagging up any maintenance issues promptly and carrying out safe, minor equipment repairs where practical.
- Comply fully with the Centre's Health and Safety policies, undergoing necessary training, supporting risk assessments and safe working practices across all spaces.

DUTY MANAGER AND EVENT SUPPORT

- Prepare rooms by setting up furniture, AV/IT equipment (projectors, screens, speakers), and refreshments for venue hires, meetings and classes. Break down and store equipment post-event. This involves manual handling and requires the individual to safely lift up to 20kg.
- Act as Duty Manager for scheduled Saturday daytime programmes and one weekday evening (Monday or Tuesday) per week, while reporting to other team members when necessary.
- Front of house presence: greeting, taking registers and collecting survey/feedback data.
- Shared responsibility for health and safety, including dealing with and reporting risks.

OTHER

- Undertake any other duties as required, in line with the level of the post.
- Work to all legislation and company policies on equal opportunities, diversity, health and safety and employment law etc.
- Represent Rosetta Arts externally as required.



PERSON SPECIFICATION

The person specification is a summary of skills, knowledge and experience required to carry out the job.

ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

- This position is funded via a government scheme which is specifically aimed at supporting young adults entering the workforce. To comply with the scheme's funding eligibility, applicants must be aged between 18 and 24 at the time of application, and have been unemployed and on Universal Credit for at least six months (the candidate's status will be checked upon offer of the role).
- Excellent interpersonal and customer service skills to be able to help staff, participants and visitors alike. Good verbal and written communication skills and high levels of literacy.
- Confident at working as part of a team.
- Excellent organisation skills and attention to detail, with a proactive and problem-solving mindset. Must be able to prioritise and manage own workflow with limited supervision.
- Ability to handle administrative matters and record-keeping.
- Ability to comfortably carry out the physical demands of the role. Must be able to safely carry out manual handling/lifting (up to 20kg), due to the nature of the role.
- Good general DIY skills and experience working with a range of manual tools.
- Excellent knowledge of IT, including Google, Gmail and Drive.
- Strong technical knowledge and the ability to troubleshoot technical issues. (eg. projector, screen, speaker set up for events).
- Commitment to ensuring equality of opportunity and access for all.
- An understanding of and commitment to promote safeguarding in all aspects of the post.
- Ensure health & safety in the learning environment, undertaking appropriate risk assessments.
- Strong interest in the Arts and Rosetta Arts.

DESIRABLE EXPERIENCE, SKILLS AND KNOWLEDGE

- Art & Design based training
- Knowledge of a range of art and design techniques including ceramics, 3D work and fine art work support.
- A strong understanding of digital innovation and experience of delivering on digital opportunities.

ADDITIONAL REQUIREMENTS

- Duties may vary from time to time without changing the nature of the post or the level of responsibility. The post holder may also be required to carry out any other duties appropriate to the grading of the post.
- To undertake any training programmes which are relevant to the role.
- Willingness and ability to undertake two out of three hour shifts every week (Monday evening, Tuesday evening, Saturday), and support Rosetta's wider programming when relevant.



HOW TO APPLY

To apply, please send in:

- a CV & Cover letter (no longer than 2 x A4 sides) outlining your interest and how your experience matches the person specifications
- Fill in our Equal Opportunities Form online

Email your application to **admin@rosettaarts.org**

The closing date for applications is 30th November 2026 at 5pm
Interviews will be held w/c 7th December 2026

Please put **'APPLICATION Creative Admin & Art Technician'** to the subject line of your email.

If there are any adjustments or support you might need to help make the application process a more positive experience, email us at admin@rosettaarts.org

EQUAL OPPORTUNITIES

Rosetta Arts is committed to being an equal opportunities employer and recognises the importance and advantages of diverse workplaces and communities. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.