

JOB DESCRIPTION

ASSISTANT TO THE CREATIVE PROGRAMMER (YORKSHIRE) FOR LONDON 2012

Purpose of Post:

To provide a co-ordination, administration and public facing role in support of the Creative Programmer with particular focus on the I MOVE THEREFORE I AM Programme. We are looking for somebody who can provide effective and well targeted support by adapting rapidly to the environment and responding practically to the priorities.

Specific duties:

1. Handle incoming enquiries by phone and email and provide first level information to potential participants;
2. Manage and co-ordinate applications for the London 2012 Inspire Mark, process any unsolicited applications and prepare for the Creative Programmer's recommendation;
3. Liaise with cultural partners and agencies on a practical, day to day basis;
4. Co-ordinate events, seminars and briefings;
5. Provide information to London 2012 as required;
6. Collate information on events and activities relating to the Cultural Olympiad in the region;
7. Make appropriate links between cultural activities and the London 2012 Education Programme;
8. Input into web based information systems in association with Information and Communications Manager;
9. Manage the Creative Programmer's diary when out of the office;
10. Act as secretariat to Steering Group and Legacy Trust UK Project Board, arranging venues and taking minutes;
11. Undertake other administrative, co-ordinating and service delivery tasks as required in connection with the Cultural Olympiad in Yorkshire and commensurate with the level of the post;
12. Represent the London 2012 Cultural Olympiad in Yorkshire, and Yorkshire Culture appropriately in dealings with partners, stakeholders and the public.

Reporting to: Creative Programmer

Based: Yorkshire Culture, Round Foundry Media Centre, Leeds, West Yorkshire, LS11 5QP

Hours of Work: Core office hours 9.00 to 5.00 but flexibility and occasional evening or weekend work may be required

Remuneration: £20,000 per annum

The role will be subject to Yorkshire Culture's standard terms and conditions of employments