

# Spike Island

## ROLE DESCRIPTION

### DIGITAL COMMUNICATIONS PLACEMENTS

Line Manager: Communications Manager

Supervisor: Communications Coordinator & Mentor

Working Hours: 4 days per week, normally 9am–5pm with some evenings for network opportunities or events where appropriate.

Placement Contract: 48 weeks, from 27 January to 31 December 2020

Salary: £257.00 per week

### THE ROLE

Join the team at Spike Island, an international contemporary arts centre, to work with us on creating all things digital: from online content creation for our website and social media, to improving digital accessibility for our diverse audiences. You'll be working within Spike Island's busy communications team, alongside curators and producers, and within a dynamic community of artists and creative businesses.

Two placement roles have been created at Spike Island as part of the Creative Workforce for the Future placement scheme, which aims to enable talented young people to gain the experience required to sustain creative careers.

The first 5 months of this paid development placement is based here at Spike Island, followed by two 3-month paid placements in other companies. During this period your mentoring and support will continue.

### AREAS OF WORK

- Learning the skills for the creation of videos for social media and websites, during production and post-production, creating subtitles, and developing ways in which we can engage more people in our videos.
- Monitoring online engagement with content and reporting this to the wider team in imaginative ways.
- Supporting the creation and sharing of information for exhibitions and events, such as through audio recordings of events or livestreaming on social media.
- Being instrumental in developing Spike Island's strategy for Instagram stories and preparing content to share on this channel.
- Supporting the delivery of Spike Island's internal community e-newsletter, bringing together a diverse range of stories, news and opportunities from across our community.
- To develop and deliver a digital content project specifically focussed on Spike Island's annual Open Studios weekend (May 2020).



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- Research and development around digital accessibility to support our communications team in further developing our toolkit and guidelines, so our digital content can be enjoyed by more people.
- Digital archive work, including social media and press coverage.

## TO APPLY YOU MUST BE

- Aged 18 to 30 years on first day of placement
- A UK resident
- Have a National Insurance number registered at an address in the West of England (Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire)
- NOT currently enrolled at University or at University when the placement starts
- Available for 4 days per week for the entire placement period (27 January to 31 December 2020).
- Able to demonstrate relevant training/skills for working in the creative industries, e.g. you have a University degree, BTEC, GNVQ or other vocational/practical course or relevant experience demonstrating skills, e.g. through work experience, an apprenticeship or training programmes such as Eight Creative Agency, New Creatives, BFI Film Academy, or a portfolio of outstanding work.

This is a positive action scheme, which means we are specifically inviting applications from those not currently widely represented within the creative industries in the region.

- You will receive a 48 week paid placement.
- You will develop your experience, C.V., portfolio, industry contacts
- You will have access to a Talent Network of peers offering opportunity, industry expertise and advice.
- You will be connected to creative businesses who will provide you with a dedicated mentor to work with you throughout your placements.
- You will be equipped with the tools and know-how to sustain a career whether in employment or while freelancing.
- In addition the companies you will be placed with will receive training to support them to become an employer that is more inclusive.

## TO APPLY

To apply please complete the [online application form](#).  
The deadline to apply is 9am, Monday 16 December 2019

## ABOUT THE PLACEMENT SCHEME

Are you ready to work in the creative industries but struggling to get a foot in the door? Do you need more experience? Professional contacts? More work for your portfolio? Mentoring to achieve your goals?

Creative Workforce for the Future is a new programme by the West of England Combined Authority (WECA) and the European Social Fund (ESF). It will enable talented young people to gain the experience required to sustain creative careers in sectors such as film, broadcast, digital production, animation and post-production.



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