

Job Specification

Job title: Support Artist

Responsible to: Lead Artist (Layla)

Responsible for: Supporting the Lead Artist to provide all Rocket Artists with a safe and inclusive environment.

Location: Rocket Artists' Studios - Phoenix Art Space in Brighton.

Salary: Self employed - one day 9.45am - 3.45pm (6 hrs) to be invoiced at £13.50 per hour (£81 a day). Please invoice to info@rocketartists.co.uk by 17th of every month for the previous month. You should receive your pay on the last Friday of the month.

Time of and sick days: Any time off required must be communicated ASAP to the Lead Artist or Coordinator. We cannot offer pay for time off for any reason at this time.

Job purpose: Assisting the Lead Artist to provide a safe and supportive environment for the Rocket Artists to develop and maintain their art practice in the studio.

Main responsibilities:

1. Helping to facilitate and enable rocket artists to develop their art practice in the studio.
2. Helping to keep the studio clean and tidy to maintain a safe working environment.
3. Communicating any safeguarding concerns to the Lead Artist in a confidential and timely manner.
4. Sharing inspiration and demonstrating new techniques and art practices to Rocket Artists in an inclusive and sensitive way. Making resources for artists.
5. Management of petty cash when required.
6. Think about individual artists' needs holistically in terms of creative and pastoral needs. Communicate any need or concerns to Lead Artists.

7. Being aware of current exhibitions/opportunities and events and sharing with relevant artists and or members of the Rockets team.
8. Participate in debrief at end of session. Engage in self-reflective practice to develop skills as Inclusive Arts Practitioner.
9. Support Rockets outside of the studio.

Additional requirements:

1. Attending occasional staff meetings. (These occur approximately twice a term and the extra time is to be added to the invoice.)
2. Attend any relevant training organised.
3. Willingness to develop new communication skills such as Makaton.
4. Keep up to date with Rockets news via reading the weekly bulletin.

Daily Routine

9.45 - Arrive

9.50 - Brief with lead, help set up space

10.00 - Wait for taxis / welcome artists into the space, hang coats and offer drinks.

10.10 - Work with artists as directed by lead

11.55 - Set up lunch

12:10 - Cover staff breaks

12.35 - Debrief with lead artists