

the mosaic rooms



Programme Assistant - Job Description

Opportunity type: Part-time, permanent

Hours: Mon & Tues 10am-6pm, plus one shift 1-9pm/ week (typically Wednesday or Thursday)

Salary: dependent on experience

Start date: 28 February 2019

About the role

The Mosaic Rooms are seeking a Programme Assistant to join our team. The Programme Assistant supports the work of the team in researching, co-ordinating and delivering all aspects of the gallery programme. The role includes managing and working the weekly public programme event. The role is particularly focussed on the public programme, but includes support for the exhibitions and learning and engagement activities. The Programme Assistant also produces digital and audio-visual content and interpretation based around the gallery programme to engage audiences. The Mosaic Rooms has just celebrated a decade as London's free space for contemporary art and culture in London from the Arab world. The ideal candidate will have an existing knowledge and enthusiasm for Arab contemporary art and culture.

The hours will be Monday and Tuesday 10am-6pm, plus the day of the weekly event 1-9pm (typically Wednesday or Thursday). You must be able to commit to that event each week. The role would suit someone looking for a permanent role to fit around an existing part time employment or studies at a postgraduate level.

The post holder will be responsible for:

- Set up of events
- Welcoming event speakers and clients
- Welcoming and providing visitors with information about the event/ exhibition/The Mosaic Rooms programme, overseeing the bookshop, the responsibilities will include:
 - Researching, and helping implement The Mosaic Rooms' innovative and varied programme of events
 - Administrating delivery of the talks programme, including liaison with speakers and managing technical set up
 - Preparing reports and feedback for management on events
 - Be the public face of the talks and events programme, hosting and chairing events where necessary
 - Developing ideas to extend reach to attract new audiences and retain existing ones
 - Building profile and reputation of The Mosaic Rooms as a welcoming space for discussion and debate
 - Maintaining documentation and archiving of events, including audio recording and photographs
 - Managing and overseeing other staff and staff duties at events.
 - Providing texts and other written and visual material, and contributing to maintaining website, and social media
- Work with the team to set-up a strategic programme of video content to increase subscriber numbers on digital channels
- Produce short-form video and graphic stills independently, as well as edit content

The ideal candidate will be able to demonstrate the following skills, experience and qualities:

- Experience of working in an arts environment.
- Knowledge of arts and culture from the Arab World.
- A proven track record of working with the public.
- Excellent customer care and interpersonal skills.
- Strong InDesign and video editing software skills would be advantageous.

Contemporary Culture from the Arab World

The Mosaic Rooms A.M. Qattan Foundation Tower House 226 Cromwell Road London SW5 0SW
T. 020 7370 9990 info@mosaicrooms.org www.mosaicrooms.org



An A.M. Qattan Foundation project
Registered charity no. 1029450
www.qattanfoundation.org

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- Minimum Bachelor's degree and 3 years' work experience in related field.

About The Mosaic Rooms

The Mosaic Rooms are a vibrant non-profit cultural space and bookshop in West London dedicated to supporting and promoting contemporary culture from and about the Arab world and beyond. We do this through our free access contemporary art exhibitions, our multidisciplinary events, artist residencies and learning and engagement programme. We are a project of the A.M. Qattan Foundation, a registered charity number 1029450.
www.mosaicrooms.org

How to apply

Interested candidates to apply with a CV and covering letter by **8 February 2019** to info@mosaicrooms.org. Please note due to the number of applications received only successful candidates will be contacted for interview.

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