



Grimshaw Foundation

STEP

# Grimshaw Foundation

## Assistant Editor

Location of role: Hybrid (a minimum of 4 days per month in the office)

Placement hours: 25

Working pattern: To be agreed upon start of the role

Placement length: 12 months

STEP Strand: Marketing / PR

## About Grimshaw Foundation

Founded by Sir Nicholas Grimshaw and Grimshaw architects in 2022, Grimshaw Foundation is a charity that wants to connect young people to the world of art and architecture

The Grimshaw Foundation aims to establish a global education network. So far, by working with Urban Learners, Scale Rule and Grimshaw architects, we have worked with six schools in London and reached over 200 students. This autumn, we will work with schools in Sydney, Melbourne and New York. On September 12, the RIBA + Grimshaw Foundation Annual Art lecture will launch at RIBA in London. Later in the year, collaborating with the Mayor of London's team, a new film about the Foundation and working in architecture will be shown in schools across the UK.

We want to benefit a diverse range of young people in schools and communities and promote creativity and sustainability.

Architecture tours, studio visits and practical workshops led by artists, designers and architects will be the starting point to empower young people with the skills and opportunities they need to fulfil their creative potential.

We have published freely available and open-source online resources and learning to increase the reach and accessibility of the Foundation. This aligns with our ambition to create an inclusive future for the next generation of thinkers and experts in the art, design, and architecture community.

<https://grimshaw.foundation>

## About the role

This role provides an opportunity to collaborate with the Editor on all aspects of Grimshaw Foundation's digital program and shape the ways that the Foundation gets its message out.

Responsibilities include

- Collaborate with the Editor to research and plan new articles
- Commission articles
- Write and edit articles
- Liaise with team members (e.g. writers, video editors, photographers) ensuring deadlines are met
- Liaise with communications teams at Grimshaw offices in London, Sydney, Melbourne and New York to ensure messaging is consistent
- Proofread and check articles for accuracy
- Choose supporting material, like images and illustrations
- Obtain copyright permissions where necessary to publish images

- Follow current architecture and culture events and suggest original ideas
- Use social media to draw attention to articles
- Collaborate with the Editor on social media strategy
- Schedule social media
- Provide administrative support to the Editor
- Upload articles to the Foundation's Stories page
- Create and publish newsletters

Sneak preview of the work you might be producing - <https://grimshaw.foundation/stories>

## Skills and experience

- Strong writing and proofreading skills
- Proficiency in English
- Excellent communication skills – in person and writing emails
- Ability to prioritise and multitask
- Familiarity (or curiosity) with social media platforms such as Instagram, TikTok and Twitter
- Ability to come up with original ideas
- Self-motivated

## About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest and have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist

industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

## How to apply

Complete our STEP application form by 10am on Monday 17 October, you can upload video or audio responses.

[STEP application form](#)

## For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at [goodgrowthhub@anewdirection.org.uk](mailto:goodgrowthhub@anewdirection.org.uk)

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read out application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

