



STEP

Trellis Art Programme Assistant

Location of role:	UCL East (Stratford)
Placement hours:	36.5
Working pattern:	Monday-Friday
Placement length:	12 months
Salary:	£24,533
STEP Strand:	Museums & Galleries

About UCL East and Trellis

UCL is a radically different university. Founded in 1826 in the heart of London, we were the first university in England to welcome students of any religion and the first to welcome women on equal terms with men. Today UCL has over 40,000 students and 13,000 staff and is one of the world's top 10 universities.

Our new UCL East campus opened in 2023 and brings together nine UCL Faculties and multiple departments to work together on brand new interdisciplinary research and degree

programmes in cutting-edge new schools and centres. The campus is on Queen Elizabeth Olympic Park in Stratford in east London, and this role will be based there.

UCL East wants to be embedded in the local, east London community, and has been working for 10 years to build relationships and collaborations here.

This role will work with the Cultural and Community Engagement Team and the freelance Trellis Curator to support the Trellis programme. Trellis is a multistage art commissioning programme that aims to bring together artists, UCL researchers and local east London communities to co-create work together.

The programme began in 2018, when the first cohort of artists and researchers came together at a matchmaking event. Now on the fourth Trellis, we have worked with over one hundred artists and researchers, and many local community individuals and organisations through a process which has so far led to 15 art commissions in three exhibitions.

Trellis is part of a wider scheme of cultural and community engagement work happening around the new UCL East campus, which aims to build a culture of mutual benefit, collaboration and exchange between UCL staff and students and our local communities.

www.ucl.ac.uk/trellis

About the role

Main purpose of the role: To support the effective delivery of Trellis, working with the community engagement team and the participants of the programme. You will be a key part of the programme team alongside the Project Manager and the Curator.

Managing the Trellis commissioned projects:

- Relationship management support. Working with the wider team, you will act as a point of contact for the artists, researchers and communities participating in Trellis, and respond to their enquiries.
- Application administration. You will acknowledge and save applications to the various stages of Trellis, and send these to the panel.
- Attend meetings with the curator and project manager, taking notes and actions.
- Attend update meeting with commissioned projects, accompanied by either the Trellis Curator and Project Manager

Exhibitions:

- Support the curator to plan and deliver the Trellis exhibition in March 2023. This may include finding a venue, helping to organising transport of materials, writing or proof reading interpretation.
- Attend site visits to the exhibition venue with artists, researchers and communities.

- Support exhibition installation and de-installation, and work as a invigilator during the opening times.

Events and engagement:

- Work with Project Manager to plan and deliver events during the Trellis exhibition, such as the Private View and other accompanying events.
- Book venues and catering for events held outside of the exhibition dates, such as the Trellis Network where we invite previous participants in Trellis to meet up and share learning.

Communications:

- Gather content for regular newsletters to share updates on Trellis.
- Update the Trellis and other Community Engagement web pages as needed (training will be provided).
- Support the creation and development of social media content including on Twitter, Instagram and YouTube.

Personal Responsibilities

- Prioritise activities.
- Communicate effectively with team.
- Punctuality.
- Effective use of Outlook, emails and calendar and other digital planning tools.

Support will be given to achieve these goals.

You may also be required from time to time to support other areas of the Cultural and Community Engagement team work during your time in the role.

The majority of the work will be based in the UCL East campus in Stratford, but you will be expected to attend meetings or activities in other parts of London. These may be on the main UCL campus in Bloomsbury or at other venues in east London, such as artist studios or exhibition venues. Travel to locations other than UCL East campus will be reimbursed if it is a necessary part of your role.

Skills and experience

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Experience in community engagement, public art or creative / public programming.	X	
Some working knowledge of Microsoft Office applications, including Word, Excel and Outlook or similar software applications	X	
Skills and/or Abilities		

Excellent team working skills, and the ability to work effectively as part of a multi-disciplinary team	X	
Ability to plan, prioritise and manage a demanding and varied workload	X	
Good communication skills, both spoken and written and the ability to work with a diverse range of audiences	X	
Good interpersonal skills, and ability to develop good working relationships with a range of colleagues and external partners	X	
Experience		
A good understanding of east London, and the communities that work and live there		X
Ability to work creatively and innovatively to support the delivery of engagement activities		X
Other requirements		
Demonstrable enthusiasm and aptitude for a role in cultural engagement	X	

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 Friday 31 March, 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

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>

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**A NEW
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We create opportunity

**GOOD
GROWTH
HUB**