



Are you aged 18-25? Are you currently facing challenging circumstances that are preventing you from kickstarting your career?

Curious Minds and The Atkinson, Southport are looking for a creative and motivated young person to develop an “Adopt the Collection” fundraising pack for supporters of The Atkinson.

Job Title: Fundraising and Communications Assistant

Contract: Fixed term, six month contract, six hours a week

Closing Date: 5pm on Thursday 11th March 2021

Background

The Atkinson is Southport’s home for music, theatre, art, literature and history. You can find us in the middle of the iconic Lord Street and just 3 minutes’ walk from Southport train station. We offer an exciting and varied destination for families, cultural tourists and arts enthusiasts alike, with a full day and nighttime offer. Significant investment has been made in refurbishing our stunning 19th century buildings to create a welcoming and accessible multi art-form venue with a strong contemporary feel.

The Atkinson is also home to an impressive **collection** holding over 3,500 artworks and over 25,000 pieces of social history, which are displayed on rotation across our **museum** and **galleries**. For more information please visit: www.theatkinson.co.uk

About the Role

During this six-month placement, the Fundraising and Communications Assistant will develop a unique “Adopt the Collection” fundraising pack. This is a newly created role to work closely with our collections and marketing team and will be critical in helping us to develop a new resource.

The successful candidate will gain valuable and practical experience while utilising their own skills to create a new resource and will gain skills in project management. It will involve research, photographing the items selected, writing the content, using graphic design skills to create the packs and creating a delivery plan to promote the campaign.

We would love to hear from people who feel they are ready for a new challenge and have an interest in gaining a unique work experience opportunity.

Key tasks and responsibilities include:

- Create a resource for our audience and to encourage supporters to engage with our collections
- Work collaboratively with staff in our museum, our marketing team and our charitable trust to deliver a project which will be used to generate income
- Present our collections (art and artefacts), through creative photography, eye-catching graphics and through a clear marketing campaign

Key Information

- Salary of £9.50 per hour (real living wage)
- 6 hours per week for 6 months (April – September 2021)
- Flexible working hours
- Employed by Curious Minds to work with The Atkinson, Southport
- Training and equipment provided (where necessary)
- Mentoring support included

Please note that this post is funded by Curious Minds as part of the Hope Streets project, supported by National Lottery Heritage Fund. As a result of funding restrictions, the post can only be offered to young people aged 18 – 25 years old.

We are particularly interested in hearing from you if you are facing challenging circumstances at the moment and feel that you would benefit from this opportunity. Please

note you may be required to give evidence of your circumstances as part of the application process. All applications will be treated confidentially.

If you are interested, but uncertain as to whether you are eligible or not, then please contact holly.ball@curiousminds.org.uk for an informal chat.

Application Process

If you are interested in this opportunity, then please view the full job description and person specification provided.

If you would like to apply for the position, then please complete both parts 1 and 2 of the application form and return to Joe Umpleby at Curious Minds joe.umpleby@curiousminds.org.uk by **5pm on Thursday 11th March 2021**

Interviews will be held on **24th March 2021**. Please note that due to current restrictions in place, the interviews will be conducted via Zoom.

If you have any further questions about the role itself, please feel free to email The Volunteer and Skills Development Officer, The Atkinson andrea.martin@sefton.gov.uk