**Project Assistant to support the delivery of Are You Lost?**

Lancaster Arts is the producer for Are You Lost? which is part of national programme called [Nature Calling](https://www.naturecalling.org.uk/) working with artist, Rob St John.

**Job Brief**

The Project Assistant will support the administration, marketing and production aspects of this commission, Are You Lost? which takes place from May to August in the towns surrounding the Forest of Bowland such as Burnley and Nelson as well as sites within the Forest of Bowland such as Gisburn Country Park.

The role will be overseen by the Operations Manager, Serena Mansfield.

**Administrative**

* Responding to enquiries from the public
* Ensuring all activity is logged for reporting purposes
* Updating detailed schedules and Gantt Charts
* Supporting core team with drawing up risk assessments for all public events
* Updating budgets regularly and liaising with the Operations manager of Lancaster Arts
* Regular check-ins with core delivery team

**Production**

* Determine the needs for volunteers with the core delivery team
* Supporting the Production Assistant with the recruitment of volunteers
* Coordination of volunteers at events
* Health & Safety management with support from Operations Manager and in partnership with artist, Rob St John

**Marketing**

* Liaising withall partner organisations to ensure marketing and communications are maximised for the regional area we are working in.
* Supporting the Communications Manager with updating the Projects Page on the LA website
* Supporting the creation of signage for all sites of delivery (directions, health and safety etc)

**We are looking for someone with:**

* Excellent communication and relational skills to engage with a range of stakeholders and partners
* Strong written skills
* Excellent administrative and organisational skills, including confidence using project management tools such as Gantt charts.
* Proven track record of supporting successful project delivery, including achieving agreed targets/outcomes, and meeting deadlines
* Ability to manage own work performance and time effectively.
* Experience of working in partnership and supporting a team or individuals to work towards a shared outcome.
* Experience of co-ordinating and supporting volunteers.
* Experience of supporting compliance with GDPR, Health and Safety and Safeguarding as applicable to arts events and projects, including supporting the drawing up of risk assessments.
* Up to date First Aid qualification
* Driving licence
* Knowledge of the Forest of Bowland

The role will require approximately 25 to 30 days of work for a fee of £5,500 plus travel expenses.