

Temporary Digital Assistant
Digital Department, Public Engagement
£9.15 per hour (casual position)

We're looking for a Temporary Digital Assistant to join the team on a short-term basis, during a busy period for the Royal Academy's Digital Department.

In the run-up to the world-famous Summer Exhibition, we are working to create an online catalogue of the 1,200 works that are shown in the world's largest open-submission art exhibition. We need a quick-witted, hard working person with some experience in digital and social media to assist on a range of activities related to the Summer Exhibition.

You will have a good eye for design and have an understanding of copywriting and editing. You will ideally have some experience creating and editing digital content, writing headlines, sourcing and handling images and fact-checking. Acute attention to detail is key in this role. You should have a good understanding of the Internet and the opportunities it offers as a communications and commercial tool.

Well presented, articulate and confident, the successful candidate will possess first-rate communication skills to build effective working relationships with colleagues, artists and other stakeholders at all levels. You must be sensitive to the complex needs of a major gallery installation, including understanding working in a secure construction environment.

Some experience of using a website content management system, along with understanding/experience of image editing software (Photoshop) would be helpful – but your general aptitude with digital systems and a willingness to learn is paramount.

You should also be able to display a genuine passion for visual arts, and sensitivity to the needs of artists.

The Digital Department at the RA is a creative and hard-working team. We are innovative, supportive and flexible, and we expect high performance and dedication from our colleagues. It's a great time to join the RA, so if you think you're right for the job, we want to hear from you.

Please note that you may be required to work over some weekends and some evenings, particularly 2-3 June and during the week commencing 4 June.

Ideally candidates should be available to start immediately, and must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website: www.royalacademy.org.uk/careers

Suitable candidates will be invited for interview within 10 days.

JOB DESCRIPTION

JOB TITLE:	Temporary Digital Assistant
DEPARTMENT:	Digital Department - Public Engagement
REPORTS TO:	Head of Digital
Reports to:	Head of Digital

MAIN OBJECTIVE

To provide administrative, digital content and social media support in the run up to the Royal Academy's renowned Summer Exhibition.

MAIN DUTIES

- Manage administrative and content updates to the Summer Exhibition digital catalogue in the run-up to and during the first weeks of the Summer Exhibition.
- Accompany a professional photographer during photography sessions of artworks in the Summer Exhibition.
- Build web pages and using the RA's content management system, check, update and act as first point of contact for queries about the website and digital catalogue.
- Undertake, with the support and guidance of the Social Media and Digital Content Manager, social media monitoring and management across the RA's channels (Twitter, Facebook, Instagram, Vine, Periscope etc.), adhering to brand values and tone of voice guidelines.
- Create simple artwork lock-ups, resize images and undertake other image manipulation under the direction of other members of the team.
- Liaise with staff from across the RA, exhibitors and visitors, acting as a first point of contact for queries, updates and issues. Prioritise and deal with tasks.
- Comply with all relevant Health & Safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
- Undertake any other duty which may reasonably be allocated by the Head of Digital or other senior officer.

PERSON SPECIFICATION

ESSENTIAL AND DESIRABLE QUALITIES AND SKILLS

- Excellent communication skills: patience, tact, confident manner, good listener and quick thinker
- Good interpersonal skills: as the first point of contact, you will represent the Royal Academy. Ability to communicate effectively with many different/diverse people
- Excellent command of English, written and oral communication skills: ability to answer internal and external enquiries to a high standard in person, on the telephone and by email
- Methodical with an 'eye for detail': required for information storage and retrieval, record keeping, proofreading, etc.
- Good team-player: keen to work closely with colleagues in providing a high-quality of service; must be willing to make and accept suggestions for changing working practice
- Flexible and adaptable: willingness to work additional hours and assist at morning and evening meetings and events
- Must be highly computer literate: excellent knowledge and experience of MS Office; experience of using website content management systems and social media tools a great advantage
- Trustworthy and responsible attitude