**Location: York**

**Hours: 6 hours per month – extra hours during August.**

**Rate of Pay: £12.60**

**Personal Assistant – Occasional Weekend Support at Art Events**

**Job description.**

**Purpose of the Role**

To provide practical and social support at art events, including assisting with setting up, engaging with the public, and supporting the smooth running of exhibitions.

**Key Duties and Responsibilities**

* Support with setting up and packing away displays at art events.
* Provide assistance during events, particularly when busy.
* Confidently engage with members of the public, answering questions and talking about the artist’s work.
* Be understanding, patient, and supportive, especially around neurodivergence (autism awareness or willingness to learn is essential).
* Follow guidance and training provided by the employer.
* Be flexible in attending different event locations when required.

**Person Specification**

**Essential**

* Friendly, reliable, and approachable.
* Confident communicating with a wide range of people.
* Willingness to learn about autism and provide understanding support.
* Physically able to assist with setting up and packing away displays.
* Flexible and available for occasional weekend work (with advance notice).

**Desirable**

* Interest in art, creativity, or cultural events.
* Experience working in public-facing roles.
* Understanding of neurodivergence, especially autism.
* Own transport to travel to different venues.
* Someone looking for occasional work, e.g., semi-retired or seeking additional ad hoc hours.