**Job Description – Caravan of Love – Discovery Assistant, Hull UK City of Culture 2017\_v1**

In 2017, the eyes of the world will be on Hull as it becomes UK City of Culture. Hull UK City of Culture Ltd. has been set up to deliver 365 days of transformative culture through a range of diverse and high-profile events and projects.

**Details**

**Job Title:** Discovery Assistant

**Reporting to:** Discovery Coordinator

**Salary:** Negotiable

**Location:** Hull

**Contract type:** Full time, fixed term

**Contract length:** 1 year

**Overview**

Caravan of Love will be a key project in the Hull 2017 programme and will be led by the discovery and archiving of the memories and stories of the population of Hull.

**Key responsibilities**

The Discovery Assistant will be responsible for assisting the Discovery Coordinator in the discovery and archiving of these stories. Key responsibilities will include:

* The delivery of a series of engagement events across the city
* The management and leadership of the volunteer team
* The planning and scheduling of the volunteer team
* Managing equipment and resources

**Required Skills and Experience**

* Experience of the delivery of live public events
* Maintaining timelines and schedules
* Resource management
* The application of Health & Safety in live events

**Personal characteristics**

* Strong communication skills
* A self-starter, with the motivation, commitment, enthusiasm and drive to define clear goals
* An independent thinker with the flexibility to adapt within an organisation
* An individual with an innovative approach; able to plan, implement and continually adapt to meet the changing requirements of an artistic programme
* Ability to work under pressure and to tight deadlines
* An active interest in and appreciation of arts and culture
* The ability to treat information as confidential

**How to Apply**

To apply for this role, please email the following to recruitment@hull2017.co.uk before XXpm on Friday XXdate.

* A current CV
* A covering letter (no more than 2 sides of A4), outlining your suitability for this role and relevant experience
* Your current salary and salary expectations for this role

Interviews will be held week commencing XXXXX. Owing to the high volume of applications we expect to receive, we will not be able to respond to every applicant, if you have not heard from us by XXXX, then unfortunately your application has not been successful on this occasion.