

MILTON KEYNES ARTS CENTRE

VACANCY DESCRIPTION

Job Title:	Event Assistant (casual)
Salary:	£13.45 PH (plus holiday pay)
Reports to:	Programming & Participation Manager
Normal Working Hours:	Variable, but includes evenings and weekends

Summary

Established in 1974, Milton Keynes Arts Centre (MKAC) is a National Portfolio Organisation of Arts Council England. We specialise in co-developing projects with artists and communities in Milton Keynes that respond to the issues affecting residents' lives, that widen opportunities for the city's diverse communities to engage in the arts, foster a greater sense of belonging and support health and well-being.

MKAC works across Milton Keynes: delivering events and activities in the heart of the city's residential neighbourhoods. We are now seeking Casual Event Assistants to support this work. The successful candidates will be passionate about the arts; they will have excellent interpersonal skills; an ability to work as part of a team as well as independently; a willingness to work unsociable hours and across multiple locations within Milton Keynes.

This is an exciting, challenging and varied post at MKAC, with plenty of opportunity for personal development and career progression in the arts.

MKAC treats all job applicants equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation or any other equality characteristic. We particularly encourage applications from individuals who are underrepresented in the cultural sector.

www.miltonkeynesartscentre.org

Main Duties

- To assist in all aspects of events' planning and delivery, including helping to erect gazebos, tables and chairs; preparing and distributing art materials; packing and clearing away
- To work closely with MKAC staff and artists in engaging and supporting adults and children in a range of arts-based events and activities
- To manage registers, support the completion and collection of photo consent and evaluation forms and to undertake other administrative duties as required in relation to events
- To be responsible for participants' welfare; including administering first aid on occasion, documenting any accidents or safeguarding concerns and escalating as required; at all times following MKAC's H&S, Safeguarding and Lone Working policies and procedures
- To maintain the confidentiality of the personal data and financial information to which staff have access
- To be responsible for a float, to take card and cash bookings and to cash up at the end of each event
- To undertake any other duties as may be reasonably required

Person Specification

ESSENTIAL

- Experience of working in a customer-focused organisation
- Interest in the arts and in supporting hands-on participatory activities
- Excellent interpersonal and communication skills with an empathetic manner
- Commitment to equality, diversity and inclusion - actively ensuring fair treatment, respecting differences, and creating a welcoming environment for everybody
- Good literacy and numeracy skills
- Cash handling experience / GCSE Maths or equivalent
- Strong team-working skills
- Ability to work under pressure
- Willingness to be DBS checked
- Willingness to be First Aid trained
- Candidates must be 18+

DESIRABLE

- To have access to a car and to have a clean, current driving license

DEADLINE FOR APPLICATIONS: 5pm Friday 28 August 2026

INTERVIEWS Thursday 10 September 2026