



Programmes Assistant £22,000 pa

Sparks is the UK's leading provider of children's film and media activities. Our unique programmes for ages 5-18 help children to discover and develop their talents, grow in confidence and thrive creatively. Founded in 2010, we are now entering a new phase of growth including a national expansion plan. It's an exciting time to join the company, with lots of opportunity ahead.

We're looking to appoint an enthusiastic, capable and efficient person for a role that demands excellent customer service and efficient administrative and logistical support on our range of arts education projects and across our growing national franchise network.

The role will require working from home, with occasional on site activity required in our London workshop centres.

Specific duties include:

- Telephone and email enquiry handling
- Effective sales
- Customer service
- Data handling and database operation
- Marketing assistance
- Newsletter writing
- Project based logistical assistance
- Administrative support to our franchise network
- General assistance to company directors

The ideal candidate would be:

- Confident about speaking to customers on the phone
- Comfortable working on a range of computer programmes
- Willing to work as part of a creative team
- An excellent communicator with great verbal skills and effective use of the English language
- Efficient, punctual and reliable
- Able to use initiative and to problem solve
- Able to exemplify the Sparks brand values and be passionate about the value of arts education
- Be interested in or demonstrate a passion for film

Applications should be made via the application form from www.sparksarts.co.uk/contact/jobs by 6 July 2022.

Sparks Film and Media Arts
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020 7101 9329 www.sparksarts.co.uk