



## **Job Description: Scrapstore and Events Assistant**

### **About Us:**

Ragtag Arts is a Community Arts organisation with the environment at its heart. Our venue in Mealbank (5 min drive or 20 min cycle from Kendal) includes the Scrapstore - a reuse resource centre and craft shop, a cafe space, professional artist studio spaces and community workshop rooms where we run workshops for all ages and childrens parties. Our outreach programme includes a range of creative activities at events and festivals and creative workshops and projects with schools and community groups. We are passionate about providing high quality and accessible creative activities that inspire and empower.

**Job Title:** Scrapstore and Events Assistant

**Job Type:** Freelancer or Casual Worker

**Responsible to:** Events Manager and Scrapstore Manager.

### **Job Purpose:**

To assist with the running of Ragtag Activities on a casual basis in 2 departments.

### **Main areas of responsibility:**

#### Scrapstore:

To assist with the running of the scrapstore including:

- Serving customers both in the cafe, at the front desk and scrapstore sales.
- Running and preparing for crafty and loose parts workshops and parties
- Open and closing of Scrapstore, including cashing up and shutting down the building.
- Supporting volunteers (including those with disabilities) with tasks such as preparing craft kits, sorting scrap and prepping materials for events.
- Sorting donations into the scrapstore.
- General tidying and cleaning of our building.
- Supporting in the running of the ceramic studio, including loading kilns, prepping clay, glazing work, cleaning surfaces and tools.
- Administrational tasks
- Other additional tasks to support the running of the scrapstore
- You will be required to assist with the setting up, breaking down and moving of large gazebos, large and bulky items of scrap and equipment

#### Event & Project Support

- Support the setup, delivery, and pack-down of events, workshops, and community projects.
- Prepare, organise, clean, and maintain materials in the events warehouse.
- Load/unload vehicles and handle bulky equipment, including gazebos.
- Assist with running creative activities, engaging participants, and maintaining a safe, welcoming space.

- Manage the activity area independently when needed (e.g. during staff breaks).
- Help keep spaces clean and tidy throughout events.
- Take photos/videos for documentation and social media (with permission).
- Represent Ragtag professionally, promoting our values of creativity, inclusion, and community.
- Support and guide volunteers during events and workshops.

**Hours of Work:**

Casual/Freelance work - Includes weekends and evenings, no set hours.

**Pay:** £13.96 per hour

**Personal Specification**

**Essential Skills and Experiences:**

- An enthusiastic attitude and confidence in working with the public at events and in festival settings.
- Experience in working with children and/or young people.
- Creative flair, love for making and creating.
- Competency with basic making and craft skills and the use of hand tools.
- Ability to work independently and as part of a team.
- Competency of English language and literacy.
- An Enhanced DBS certificate or be willing to have an Enhanced DBS check.
- Good communication skills; with a natural ability to converse with people from a variety of backgrounds, including those who may struggle to communicate.
- A desire to help children, young people, individuals with disabilities or those from disadvantaged backgrounds to meet their potential.
- Experience in using google drive/sheets/docs/calendar
- Competence with social media

**Desirable qualities:**

- Experience in working with adults and/or children/YP with disabilities.
- Outgoing confident personality.
- Proven problem-solving abilities and flexibility.
- Experience in working on creative projects, events and community activities.
- Experience working in theatre, visual arts or circus.
- Experience of using scrap in a creative/reuse/educational way.

**To Apply**

Please complete the online application form via our website or [using this link](#)

For more information please feel free to email [info@ragtagarts.co.uk](mailto:info@ragtagarts.co.uk), visit the scrapstore or call us.