

Assistant Project / Creative Manager

Employer: Emily Peasgood Studio Limited

Fee: £220 per day. This is a freelance role and you will be responsible for your own taxes.

Location: Haydock Library, St. Helens (Hybrid working available, flexible hours).

Contract Type: Project-based

Duration: 30 days over 10 months.

Reporting to: Theresa Smith (Project Manager)

About the role:

We are seeking an experienced and passionate Assistant Project / Creative Manager to support a project that aims to drive meaningful change in accessibility and inclusivity at Haydock Library in St. Helens. This is an exciting opportunity to shape an environment that is accessible to all, ensuring that diversity and inclusion are at the heart of our project. You will support the core team in the redesign of Haydock Library, St. Helens. This project is co-produced through an engagement programme with children, young people, adults and families who have lived experience of Special Educational Needs and Disabilities (SEND). The design includes the library space, a combined meeting room and sensory space, and a disabled toilet.

Emily Peasgood Studio is a Disability Confident Committed Employer (Level 1) who advocates for and enacts inclusion in hiring policy for all available roles. Our recruitment process is inclusive and accessible; reasonable adjustments and access statements are part of our culture. This role is open to people with disabilities.

Key tasks:

- To provide general support to the Project Manager.
- Creating info-graphics for project promotion.
- Illustrations to assist with the design of workshop materials.
- Social media support.
- Attending site-visits to St Helen's Library and local fabricators. This will involve some travelling (travel costs to be reimbursed).
- Collecting participant feedback.
- Interaction with the public: as a local point of contact to promote the project and speak with interested parties.
- General project support throughout the design stages and installation.

Essential Skills & Experience

- Experience or background in graphic design.
- Illustration skills.
- Supporting the documentation of the project.
- Creating social media updates.
- Experience working with people who have disabilities.

Desirable Skills

- Photography and filming skills.

Key dates:

- Deadline for Applications: Thursday 1st May 2025
- Available for online interview w/c Monday 5th May 2025
- Appointed by Friday 9th May 2025
- End May / June 2025: Participants engagement workshops
- July / August 2025: Developed design with architect, project support
- September / October: Technical design with architect, project support
- November / December: Construction, project support
- January / February: Installation support
- 1 March 2025: Project completion

Why Join Us?

- Be part of a groundbreaking project that will have a lasting impact on accessibility and inclusion.
- Work within a collaborative and forward-thinking team dedicated to social change.
- Opportunity for professional growth and development in a meaningful sector.
- We are committed to supporting professional development and networking in the local area. Each team member will be reimbursed for travel costs and paid an attendance fee of £15 p/h to attend six local networking events for the duration of this project, as well as access to one mentoring session with a specialist in your field of practice.

How to Apply: Please submit your CV, cover letter detailing your experience and suitability for the role, and some examples of your creative portfolio to:

emilypeasgoodstudio@gmail.com Video applications are also welcome.

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