



Crafts Council is Recruiting

Casual Employee Opportunity - Events & Admin Assistants and Duty Managers Call Out

ROLE DESCRIPTION

Role Title - Casual Events and Administration Assistants and Casual Duty Managers – Multiple postholders needed.

Join Us

Crafts Council is the national charity for craft. We believe craft has the power to transform lives; enriching everyday experience, inspiring creativity, strengthening communities and expanding opportunity.

Craft matters. It connects people to materials, skills, creativity and culture. It shapes how we live, make and imagine the future.

At Crafts Council, we champion craft and the people who make it. We support makers at every stage of their journey; from young people discovering craft for the first time to established makers building sustainable creative businesses. Community sits at the heart of our work.

About the Role

Crafts Council has a core team of approximately 30 contracted hours employees who are supported by a small but brilliant team of casual employees who work across various projects to deliver specific assignments / briefs as needed.

Casual employees are often engaged to support the smooth delivery of hires (commercial) events and other company events and activity, both onsite and in other settings. For example supporting Collect Art Fair at Somerset House.

Casual assistants offer administrative support to teams across the organisation and some casual assistants are trained to become duty managers; providing support to event delivery and undertaking office and gallery duty management responsibilities on behalf of our operations lead.

Some casual assistants deliver some of or all of these elements. We are open to hearing from anyone interested in any aspect of this role.

Contract and Hours

This role is offered as a casual employee position with multiple opportunities available. Hours are offered by assignment only, typically with no guaranteed hours. Some hours however are offered each year to participate in training and to attend team meetings, away days and celebratory events. Role to commence ASAP from Autumn 2026 onwards.



Hourly Rates of Pay

Rates of pay for Casual Events and Administration Assistants

- Standard rate: Minimum £14.80 gross per hour in line with London Living Wage.
- Anti-social hours uplift: £19.00 gross per hour*

Rates for Casual Duty Managers:

- Standard rate : £19.80
- Anti-social hours uplift: £24.00*

*Anti-social hours for Crafts Council Casual Employees:

In the delivery of events, the following hours are usually treated as anti-social hours:

- Weekdays & Weekends: after 22.00
- Overnight, including Early Starts: 22.00 – 07:00
- All day: Bank Holidays

Higher rates of pay may be offered per assignment, in line with company advisory rates and depending on teams worked within and responsibilities outlined in any assignment.

Location - Crafts Council Office and Gallery is based on Pentonville Road in Islington, London, with some hybrid / home working. Some activity may be delivered at other sites. For example, Somerset House for the delivery of Collect Art Fair.

Reporting to – The lead contact for Casual Events and Administration Assistants is typically our Gallery Sales and Business Development Manager, alongside other members of Crafts Council Resources team (Senior People and Resources Manager, Senior Operations Manager and HR Officer). Supervisors may differ, depending on assignment.

Working Closely With

You will work closely with our resources team as outlined above. Based on specific assignment requirements, there will be opportunities to work with various teams, including:

- Executive / Leadership
- Development / Fundraising
- Communications
- Collection
- Learning and Participation
- Craft Ecology including Membership
- Insights including Salesforce, monitoring, research and evaluation
- Collect Art Fair
- Finance



Core Responsibilities

General

As a core part of the role is aimed at supporting events, all Casual Events & Administration Assistants will:

- Provide a welcoming, inclusive, and professional experience for all visitors, guests, clients, and participants
 - Assist with event / activity setup, delivery, and breakdown
 - Work collaboratively with staff, contractors, artists and facilitators
 - Liaise with caterers, suppliers, and external contractors as directed
 - Support event operations including guest registration, and visitor / audience management and wayfinding
 - Monitor event spaces throughout hires and respond to client requests
 - Maintain high standards of presentation, cleanliness and safety of public and event spaces
 - Assist with post-event room resets and venue checks
 - Follow health and safety and safeguarding procedures and report any issues or incidents
 - Act as a Fire Marshall (training will be provided) and support emergency protocols when required
 - Support the team with administrative and organisational tasks as required
 - Represent the organisation positively and uphold its values at all times.
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Duty Management (Optional Role)

Crafts Council Duty Managers are responsible for the safe, secure, and efficient operation of the building, ensuring compliance with health and safety requirements, supporting staff and visitors, managing emergencies, and maintaining high standards across all public and office spaces.

Duty managers fulfil the following responsibilities:

- Building Opening, Security & Access
 - Visitor, Staff & Facilities Management
 - Gallery & Public Space Management
 - Health & Safety Leadership
 - Risk Management & Safe Working
 - Emergency Response & Evacuation
 - Operational Oversight
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Wider Project Working and Assistance

Casual Events and Administration Assistants may support other teams in the effective delivery of their work which could include the following tasks:

- Administrative and coordination focussed tasks
- Monitoring and responding to emails
- Data monitoring and inputting



- Supporting with project delivery activity including workshops
 - Any other tasks which may be reasonably allocated
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Who We're Looking For

The role is a fantastic opportunity for individuals with a passion and commitment to the arts, including broadening and diversifying engagement in craft and arts and heritage venues.

You will gain invaluable experience, skills, and training opportunities across a range of operational duties whilst working on behalf of a national cultural organisation.

You will bring some or all of the following:

- Excellent organisational and administrative skills
 - Hands on experience of event organising and delivery
 - A commitment to safe working practices and potentially previous experience of duty management
 - A calm, professional, friendly and solution focussed approach when dealing with people and priorities
 - An ability to work well as a team player with excellent communication skills
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Values

You will demonstrate alignment with Crafts Council's values:

- Pioneering – exploring new ideas and possibilities
 - Open – welcoming diverse perspectives and voices
 - Playful – embracing curiosity and creativity
 - Active – making things happen
 - Collaborative – working together to achieve more
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Other

Across all of your assignments, you will:

- Always promote the highest level of customer experience.
 - Be flexible within the broad remit of the assignments offered.
 - Champion our values of being pioneering, open, playful, active and collaborative
 - Understand the importance of equity, diversity and inclusion in the workplace and be committed to accessibility and social justice
 - Work collaboratively across teams and with external partners
 - Contribute to our organisational impact framework supporting makers of today, makers of tomorrow and changemakers
 - Work within Crafts Council policies and procedures including Equal Opportunities, Health and Safety, Safeguarding and GDPR
 - Undertake any duties reasonably required for the role
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How to Apply

To complete your online application, please use the following link:-

[Job Openings](#)

As part of the application process, you will be asked to provide the following information:

- A copy of your current CV
- Your interest in this position and working for us
- Your relevant knowledge, skills and experience
- Your interests, qualities and values
- **Please complete of our anonymised Equal Opportunities Monitoring, either in our application portal or [here](#).***

We will happily accept a recorded statement (video or audio) which can be sent to recruitment@craftscouncil.org.uk.

Timeline

- Deadline for applications: 12 noon Wednesday 7th October 2026.
- In Person or Online interviews: From week commencing Monday 19th October 2026 if not before.
- Location: Online or CC Office, Islington, London

Please email recruitment@craftscouncil.org.uk, if you have any questions, or to request information in an alternative format. Please let us know if you would like to arrange for an informal conversation prior to making an application.

We use this information to monitor and improve how we are doing to attract the best talent that is representative of the UK population, and to help us report our progress to our supporters.

To apply for this role, you will be eligible to work in the UK. Any offers of employment will be subject to securing two satisfactory references and proof of right to work. We regret that we are not currently a sponsoring organisation.

*Equality, Diversity and Inclusion

As a small but dedicated team, we are committed to being open, welcoming and inclusive for all. We aim to support you throughout your time with us and including during this recruitment process. Please let us know how we can best support you and we will do our very best to make that happen.

On joining us we will continue to work with you to ensure your needs are met to help you thrive at work. You are very welcome to contact our HR team via recruitment@craftscouncil.org.uk for further support and we will always be happy to talk through any questions or requests you may have.

Discover more about our equality, diversity and inclusion strategy and plan [here](#).



Discover more about Crafts Council [here](#).