

Event Assistant (Freelance / Sessional)

November 2025 – May 2026

Approx. **4–5 days per month**

Fee / Rate: £15 per hour PAYE / £20 per hour freelance

Location and Frequency: Approximately 2 or 3 event days per month on weekends in East London (mainly Waltham Forest, Barking & Dagenham, Newham, Redbridge, and Havering) plus a half day a week in our Walthamstow office during office hours.

About the Role

The Event Assistant will work alongside Artillery's small team to support the planning and delivery of multiple community events including Repair Cafés, Reuse & Repair Fairs, Yes! Art and Appetite.

You'll help with pre-production tasks, logistics, communications, and event-day delivery. This is a hands-on, varied role that combines practical event support and public facing roles with admin and coordination. It's ideal for someone who's organised, enjoys being part of a busy community environment, and is interested in the arts, creativity, and sustainability.

Key Responsibilities

Pre-production

- Support with scheduling, booking venues, and confirming participants or repairers.
- Prepare event materials, signage, and toolkits.
- Keep contact lists, repair tallies, and project data up to date.
- Assist with marketing tasks e.g. distributing flyers, submitting event listings, and social media posts.

Event Delivery

- Assist with setup and pack down at events.
- Welcome participants, volunteers, artists, and repairers; help the day run smoothly.
- Support data collection, surveys, and photography.
- Be a friendly, proactive point of contact for visitors.

Post-event

- Help compile event summaries including assembling data on e.g. participation, audience, repairs undertaken.
 - Upload images and reports to shared drives.
 - Support ongoing communication with partners and participants.
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Person Specification

We're looking for someone who:

- Has experience of event production - especially supporting community, arts, or environmental events (paid or voluntary).
- Has a hands on approach to delivering projects and events - a willingness to “muck in” on practical tasks of event delivery with the wider Artillery team.
- Is organised, reliable, and comfortable juggling varied practical and administrative tasks.
- Communicates well with a range of people.
- Is confident with basic digital tools (Google Drive, spreadsheets, email, social media).
- Can work flexibly – mostly weekends with event days often on a Saturday or Sunday and possible occasional evenings, plus a half day a week in our Walthamstow office during office hours.
- Shares our values of inclusion, creativity, and sustainability.

It would also be great if you had:

- Experience of creative programming, maker market or art fair curation or similar
- A flair for social media content creation and storytelling
- Understanding of sustainable practices and approaches in the creative sector and event delivery
- A driving licence or ability to help transport materials.



Attitude

- Great ambassador for Artillery's work
 - Great collaborator able to represent Artillery's values
 - Flexible availability - able to fit this role into a portfolio of freelance work or similar
 - Shares information clearly and accurately
 - Encouraging, supportive and builds confidence in partners and participants
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About Artillery

Artillery CIC is a Walthamstow based creative organisation with over 20 years' experience producing inclusive, community-led events and projects that connect creativity, sustainability, and neighbourhood collaboration.

We are specialists in creative project management combining event production, artist mentoring and community development.

We co-devise projects in partnership with local creatives and neighbourhood communities. We are a micro-organisation led by Co-Directors: Laura Kerry and Morag McGuire. We build project teams with creative services, visiting artists, freelance collaborators and volunteers to build capacity as budgets allow.

Alongside our own creative programmes in Waltham Forest, Yes! Art and Appetite Market, plus client commissioned project, The Reuse and Repair Fair for Waltham Forest Council, we're soon to start delivering a series of Repair Cafés across East London for the East London Waste Authority (ELWA). We're looking for an Event Assistant to join us for the next seven months to grow our capacity and make these events a success.

Artillery's Key Event Dates

Overview of confirmed programme schedule for 2025-26

15 November: Reuse and Repair Fair - Walthamstow

29 & 30 November: Appetite Market - CRATE Walthamstow

14 March: Reuse and Repair Fair - Highams Park

10 May: Yes! Art - Walthamstow - date TBC

November-April: 10 Repair Cafes dates TBC - East London

Artillery exists to...

discover what happens when we invite people to collaborate creatively in neighbourhoods,



make visible, share and celebrate people's skills, talent and imagination,
nurture the conditions to collectively transform our experience of where we live,
work and play through art.

Our Values:

These values are the foundations to everything we do. We ask all team members, commissioned artists, workshop facilitators and volunteers to respect and enact these values in their contribution to Artillery projects.

Creativity : We believe that art can happen anywhere

Inclusivity : We welcome everyone

Collaboration : We foster collaborations

Thinking Local : We support local economies

Environmental Sustainability : We champion sustainable, climate responsible approaches

Useful Links

Artillery Socials: [Instagram](#) | [Facebook](#) | [Linkedin](#) | [YouTube](#)

How to Apply

Please send a CV and covering letter explaining how you fit the points of the person specification in the role providing examples. We welcome applications from all backgrounds and lived experiences.

Please submit to events@artillery.org.uk with the subject 'Application for Events Assistant'

Deadline: 9am Monday 17 November

Interview: (In person in Walthamstow or online)

Role starts: As soon as possible

Any questions: Email Laura Kerry laura@artillery.org.uk

Before applying, you might like to see one of the events we produce in action - The Reuse and Repair Fair on Saturday 15 November. Details here:

<https://www.artillery.org.uk/reuse-repair>

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Company Number: 9359141 Registered in: England and Wales



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