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Scotland's provider of creative spaces, est 1977

**we're hiring
an events &
programme
assistant**

with duty management

Title of Post: Events & Programme Assistant
Reporting to: Events & Programme Manager
Salary: £13.45/hour
Hours: Full-Time, 35 hours per week with flexibility for evenings/weekends as needed
Place of work: The Briggait, 141 Bridgegate, Glasgow, G1 5HZ
Start date: Immediate

Closing date: Thursday 21 May 2026 at 11.59pm

We are Wasps - Scotland's provider of creative spaces, est 1977 .

Wasps plays an active role in both hosting and producing a wide range of programmes and events across our network. Alongside welcoming externally led activity, we develop and deliver our own programmes that support and strengthen the creative communities within our 18 buildings. These include exhibitions, professional development opportunities, community engagement initiatives, place-making projects, and open studio events that connect artists with the public.

Collectively, we care for a portfolio of spaces equivalent to five football pitches, providing vital infrastructure for creativity to thrive. In addition, we collaborate with partners and customers to facilitate hires and commercial activity, such as festivals, film and photography shoots, pop-ups, and building takeovers.

We are looking for someone who is excited to work with a wide range of partners and confident in engaging with artists, architects, communities, and clients, helping to create vibrant, accessible spaces that support both cultural and commercial activity.

If this sounds like the role for you, apply to us online before the closing date. If you have questions about the role, you can contact me using the details below.



Caitlin Callaghan

Events & Programme Manager

recruitment@waspsstudios.org.uk

about wasps

our mission

To claim and steward space in Scotland for creative, and civic use, developing and holding it in trust so that artists and creativity can thrive, and places are cared for collectively over the long term.

our vision

Our vision is of a Scotland where space is increasingly held in trust as a shared resource, enabling thriving creative communities, delivering long-term public benefit, cultural sector resilience, and care for the environment.

our values

- **Stewardship** - We care for buildings and land for the long term, respecting past, present, and future generations, and caring for the natural world.
- **Common Good** - Spaces are held outside the commercial market, for public benefit, ensuring creativity and culture can flourish for everyone.
- **Creativity & Access** - We champion artists, makers, creative and cultural workers, ensuring that creative opportunities, spaces, and resources remain accessible and affordable.
- **Independence** - We protect space for creatives to be bold and take creative risks. Our model is resilient and self-sustaining, securing spaces and programmes.
- **Place-Based** - We reflect Scotland's landscapes, histories, and ecologies, embedding environmental responsibility, wellbeing and local knowledge.
- **Collaboration** - We believe lasting impact comes through partnership - working openly with artists, communities, enterprise, landowners, educational and public bodies.

Wasps is a Creative Land Trust for Scotland, a non-profit organisation that secures and preserves long-term workspace for artists, makers, designers, and other creative professionals. By acquiring property through purchase, long-term lease, or donation, we permanently remove land from the market, protecting cultural and architectural heritage and insulating creatives from displacement due to commercial rents to safeguard affordability for creative communities that have often been a catalyst for urban regeneration as well as developing bespoke space for creative industries.



Archi-fringe - photo by Lindsey Mackenzie Parker

With 18 sites across Scotland, Wasps supports over 1,000 creatives. Recently we have developed the Clydeside Halls in Glasgow, which will be the focus of a new trading offer which supports our income generation and artistic or community programmes going forward. It is an exciting time to join a motivated team to support the development of new offers and structures which will meet the opportunities for the charity in the coming years.

our people and culture

Wasps is managed by a small but dedicated team across Scotland. We currently employ 24 staff, many of whom are part time, led day to day by our Senior Management Team.

As part of the recruitment process, we are keen to understand how you align with, and how you can support, our shared values.

Equality, diversity and inclusion is central to what we do. We aim to champion diversity across all areas by supporting artists and creative practitioners in the buildings we manage and support the communities in which they are based; in our recruitment and our people processes; in our Board representation, accessibility and communications.

We welcome applications from candidates from all backgrounds and experiences and particularly encourage applications from those backgrounds under-represented in our industry. The place of work is wheelchair accessible.

We foster a culture of shared values which aims to promote collaboration and dynamism and celebrates shared success and innovation.

key responsibilities

The principal duties of the role are below, but this is not exhaustive.

The postholder will be employed as Events & Programme Assistant with some requirement for duty management of events and some holiday and sickness cover for our receptions at Head Office and South Block as required.

Working closely with the Events & Programme Manager:

1. Assist the Events & Programme Manager (EPM) with the end-to-end planning of our external hires at the Briggait Halls, including coordinating/tracking clients, payments, contracts, booking information packs and feedback surveys.
2. Assist with event logistics and staffing - including duty managers, stewards and cleaners - equipment and marketing materials required for successful events, liaising with property teams to ensure a cohesive approach.
3. Assist the EPM with budget/income tracking.
4. Assist client planning to ensure compliance with our Events, Alcohol and Health & Safety procedures, as well as our wider ways of working.
5. Carry out client viewings where required.
6. Assist the delivery of the Arts Programme in line with our wider five-year strategy.
7. Assist the research, development and implementation of an engaging and relevant programme including exhibitions, residencies, open studios, digital opportunities, talks and workshops.
8. Act as Duty Manager for some events, ensuring that event organisers comply with venue rules and policies, in particular our health and safety procedures.
9. Work with and be an advocate for our tenant communities across Scotland, facilitating them to engage in programmes.
10. Assist the development and deliver professional development programmes with creative practitioners, and engagement programmes with/for local communities.
11. Coordinate internal and external staffing where required – including curators, gallery technicians, security, cleaners and invigilators.
12. Collate statistics and KPIs to assist the review of the programme's impact, reporting on KPIs to track their value, reach, relevance and scope.
13. Assist the EPM to prepare quarterly reports to the Board.

14. Provide reception cover at The Briggait and/or South Block, as required, to holidays and sickness.
15. Any other task as directed by the Events & Programme Manager or Senior Management Team
16. Understand and actively contribute to our safety culture and work always with Health & Safety as your top priority.
17. Work in line with our objectives and policies around EDI (Equality, Diversity and Inclusivity), Net Zero and Safeguarding.
18. Understand and promote our shared organisational values and ethos.

skills and attributes

As first point of contact for hirers and tenants taking part in our programme, to be suitable for this role you must have the following values, attitude and experience:

Essential

- Some previous experience in arts/event coordination
- Highly organised with exceptional problem-solving skills
- Good timekeeping and attendance
- A friendly and welcoming manner
- Smart appearance
- Excellent face to face customer service skills
- Computer literate with experience of databases
- Assertive
- Ability to work on own initiative and as part of a team
- Some flexibility of working hours to cover evenings and weekends as required
- Flexible and positive approach to your work and assisting Wasps and our tenants

Desirable

- An interest in visual arts, design and creative industries

employment particulars

Employer: Workshop & Artists Studio Provision (Scotland) Limited

Location: The Briggait, 141 Bridgeway, Glasgow, G1 5HZ

Hours: Full-time, 35 hours per week – Typically Monday to Friday, 9am-5pm with a one-hour unpaid break for lunch, but there will be some requirement for duty management at evenings/weekends for which time-off-in-lieu will be given.

Rate of pay: £13.45 per hour

Proposed Start Date: Immediate, as soon as possible

Contract Term: Permanent

Probation: The appointment is subject to completion of an initial six-month probationary period.

Holiday Entitlement: Full time staff receive an enhanced allowance of 37 days per year, which includes 12 public holidays.

Employer's Pension Contributions: The post holder will be auto enrolled into Wasps' pension scheme. There is an employer contribution of 3%, subject to minimum employee contribution of 5%.

Sick Pay: Wasps pays Statutory Sick Pay during all probationary periods. After this period, you will receive Company Sick Pay in line with our organisational policy.

Hybrid Working: This role is not eligible for hybrid working, but some occasional working from home may be possible by arrangement following the successful completion of the probationary period.

Travel: Travel may be required around Scotland on rare occasions. Where we have asked you to travel for business purposes as part of your role, we will cover the cost of travel in line with our company policy.

Other Benefits: Employee Assistance Programme from day one and Death in Service Insurance (paid at three times your annual salary) after 6 months.

References: All offers of employment are subject to satisfactory professional references. Contact details for referees are requested at the point of application. Please note that we will not contact your referees until after a conditional offer of employment is made. Email addresses provided for referees should be a business/corporate email address.

Right to work: Applicants must have the right to work in the UK – all confirmed offers of employment remain conditional on providing evidence of eligibility on your first day.

how to apply

Please apply online for this role
at [waspsstudios.org.uk/job/events-
programme-assistant/](https://waspsstudios.org.uk/job/events-programme-assistant/)

Deadline: Thursday 21 May 2026 at 11.59pm

Application Instructions:

We will ask you to provide an 'application statement' and upload a CV. The application statement is equivalent to a covering letter and should explain how your experience and skills match the requirements of the role, and how our values align. Please include the names, phone numbers and email addresses of two referees - one of whom should be your current or most recent employer. We will not contact your referees until an offer of employment is made, and only then after confirmation from you.

Next Steps: All applications will be acknowledged, but we can't provide an update on your application until our panel has met to review all applications, which will be after the closing date. We will respond to all applications to advise you of the outcome.

Equal Opportunities Monitoring: In our acknowledgement email, we will provide a link to complete an anonymous Equality, Diversity and Inclusion monitoring form. We record which vacancy your form submission relates to, to help us understand the reach of different roles, but your information is stored separately to your application with no personal identifiers.

Interviews: We expect to hold interviews on Thursday 4 June. The interview venue has level access from the street and accessible WC facilities. If you are invited for an interview, we will ask you whether any adaptations are required to make the venue or process accessible to you.

Discussion about the role: If you have any questions or would like to talk to someone about the role or any aspect of the application, please send an email to recruitment@waspsstudios.org.uk in the first instance.

If you cannot apply online: If you are unable to apply online, written applications can be posted to us, ensuring it arrives by the closing date, to:
HR (Private & Confidential), Wasps, The Briggait, 141 Bridgegate, Glasgow, G1 5HZ.

Data Protection: By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Personal data will be managed in compliance with the UK General Data Protection Regulation (UK GDPR).

To request this document in an alternative format,
email recruitment@waspsstudios.org.uk or phone
0141 553 5890

The Briggait
141 Bridgegate
Glasgow
G1 5HZ

waspsstudios.org.uk
info@waspsstudios.org.uk

The Wasps Trust is a charity registered in Scotland (SC022115). Workshop & Artists Studio Provision (Scotland) Limited is a charity registered in Scotland (SC001351). It is also a company limited by guarantee registered in Scotland (SC062117). Wasps Creative Industries C.I.C. is a community interest company registered in Scotland (SC383609). The registered office for the above 3 entities is: The Briggait, 141 Bridgegate, Glasgow, G1 5HZ.
