



## Company Profile

Ricefield Arts and Cultural Centre is an award-winning organisation at the forefront of Chinese arts and culture exploration in Scotland, specialising in delivering arts and crafts workshops, organising cultural events, producing exhibitions, and creating various arts development and community engagement projects.

We are offering a placement role for people who have passion in supporting community development and cultural activities.

**Job Title:** Community Placement (Volunteer)

**Job Type:** Part-time/full-time, flexible.

**Location:** Glasgow G2 office, with flexibility to work from home.

### Responsibilities may include:

- Supporting and delivering cultural events and workshops
- Engaging with our community and working with our artists, staff, and volunteers
- Undertaking administrative tasks
- Ordering and managing stock and workshop resources
- Generating and dealing with charitable arts and crafts merchandise selling
- Updating Ricefield Arts's website, social media, and monthly newsletters
- Carrying out any other reasonable duties as and when may be required by the board

### Skills and qualifications required:

- Interest in Chinese culture (essential)
- Excellent written and oral communication skills (essential)
- Educated to degree level or equivalent qualification (essential)
- Excellent organisational skills (desirable)
- Knowledge of Chinese arts and culture (desirable)
- Chinese (Mandarin or Cantonese) language skills (desirable)
- PC literate (desirable)

### What you can expect:

- Working with young people
- Joining a variety of cultural events and working with an amazing team
- Gaining interpersonal skills, communication skills and problem-solving skills
- Understanding managerial structures and hierarchies and operating accordingly within the organisation structure
- Obtaining first-hand cultural experience and experience of a real workplace

Please email your CV and covering letter outlining your skills, experience and interests to [yujing@ricefield.org.uk](mailto:yujing@ricefield.org.uk) by **5pm, Sunday 13<sup>st</sup> Dec 2020**. Interviews will take place in the beginning of 2021.