

**Person Specification
Creative Apprentice
Community Arts Administration**

Tyne and Wear Archives and Museums (TWAM)

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Enthusiasm for the role
- Good written and verbal communication skills – polite, friendly and helpful
- Confidence to talk to a wide range of people
- Take pride in a job well done, including attention to detail
- Perseverance – able to stick with a task until it's completed
- Able to complete a task within a given deadline
- Good ICT skills, able to use Microsoft Office programmes including Word
- Able to work in a team
- An interest in arts and culture

Qualifications / Training

- GCSE grade C (or equivalent) in Maths and English Language

Part B

The following criteria will be further explored at the interview stage:

All of the above.

Additional Requirements

- Commitment to TWAMs Equality and Diversity policies
- Two references from current and previous employers (or education establishment if applicant not in employment)