

Job Description
Project Assistant
May 2025

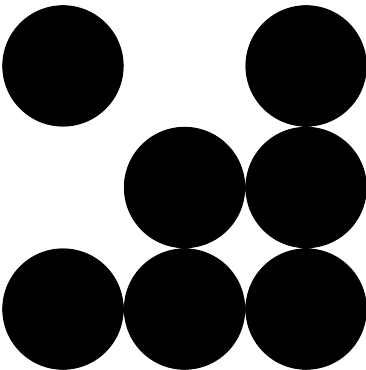
Job Overview

Job Title	Project Assistant
Salary	£30,940 per annum, pro-rata £18,564 (0.6 FTE, 3 days a week)
Contract	Part-time, fixed term
Length	1 year, from August 2025 to July 2026
Start Date	August 2025; date to be mutually agreed
Reporting to	Director of Queer East
Location	Hybrid working: a combination of office working at Somerset House Exchange, Strand, London, WC2R 1LA, and home working.
Hours	21 working hours (0.6FTE), excluding lunch breaks, across 3 working days per week. Regular working days (weekdays) to be discussed and agreed. Some flexible working will be required, to include evenings and weekend events out of office hours.
Annual Leave	28 days, pro rata (0.6 FTE)
Probation Period	2 months
Application Deadline	22 June 2025 at 11:59 PM
Interview Period	Mid-July 2025

About Queer East

Queer East is a cultural organisation for LGBTQ+ cinema and arts from East and Southeast Asia and its diaspora communities. Established in response to the systemic lack of Asian representation in the creative sector, Queer East aims to uplift the voices of queer Asian communities through its curated programme that blends film and moving image work, performing arts, visual arts, literature, and more.

The organisation runs an annual cross-disciplinary festival in London, shining a spotlight on bold and vibrant narratives, and perspectives on Asian queerness.



The festival began as a film-focused event in 2020; it has since expanded, incorporating a diverse range of art forms and media, and is now one of the largest events of its kind in Europe.

Beyond the festival, Queer East hosts its flagship touring project **On The Road** every autumn, reaching 15 cities across the country, and runs year-round activities including film screenings, poetry workshops, masterclasses, and community events in the UK and beyond. The organisation has launched initiatives including **Up Next: Future Film Curators Lab** and the **Emerging Critics Project**, aiming to break down barriers to industry participation and to nurture aspiring creative talent.

The richness of Asian and LGBTQ+ history forms a vital part of the UK's identity. Queer East's mission is to build a community-centred platform that challenges societal norms and stereotypical portrayals, exploring what it means to be queer and Asian today. Working collaboratively with partners across the arts and cultural sector, the organisation hopes to bring much-needed change to industry practices, and to reflect on the contemporary queer landscape.

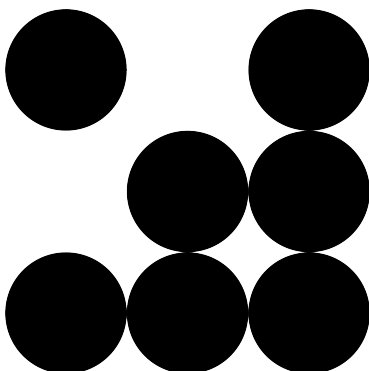
About the Role

Queer East is seeking a passionate, motivated Project Assistant who will play an integral role in supporting the delivery of the organisation's projects, including its annual festival, touring programme, and other initiatives.

Focusing on administration and operations, the Project Assistant will work and liaise with a range of stakeholders and partners, including distributors, production companies, suppliers, venues, curators, filmmakers, artists, and creative professionals. Key duties will include supporting the organisation's director, negotiating film rights with distributors and filmmakers, undertaking marketing and social media activity, and overseeing the logistical delivery of Queer East's projects.

While many of your tasks will be administrative, we are also keen for you to develop creative skills in marketing, programming, and community outreach. While expertise in all these areas is not required, a willingness to learn is essential, as this post is intended for a candidate looking to develop their career in the arts and cultural sector.

Working as part of a small team, often at a fast pace, you will have the opportunity to gain comprehensive, hands-on experience in arts management, to learn from the festival director and colleagues, and to offer creative input into Queer East's projects.



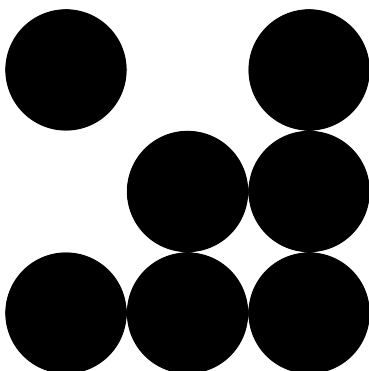
Main Duties and Responsibilities

- To support Queer East by undertaking administrative, operational, and clerical tasks as required.
- To act as the first point of contact for all general enquiries, including audience queries and feedback, and administrative enquiries related to the organisation's projects.
- To act as PA for the director of Queer East when required, including diary management and planning.
- To report to the director of Queer East regarding all management and administration issues relating to the organisation. To maintain and update project, programming, and administrative documents, spreadsheets, and databases, using Google and Apple Mac software.
- To ensure that systems and policies are up-to-date, implemented properly, and that they operate effectively.
- To support the organisation's financial tasks, including the processing of payments, receipts, expenses claims, and invoices, as well as financial reporting.
- To assist curators with print traffic for the film programmes, and to manage the timely delivery and return of all screening materials.
- To attend Queer East events, and to support the logistical aspects of events of various types, including venue set-up, the organisation of workshop materials, and guest coordination and hospitality.
- To creatively contribute to brainstorming and planning the organisation's year-round activities, special programmes, and projects.
- To support marketing tasks, including developing community partners, coordinating the print schedule, delivering marketing materials, and collecting press coverage.

Person Specification

Essential Skills, Knowledge and Experience

- Ability to manage a wide range of administrative and clerical tasks, and to adopt a structured, deadline-driven approach to project delivery.
- Excellent time management and the ability to multitask and prioritise, delivering high-quality work while working on multiple projects at the same time.
- Knowledge of how to manage and take responsibility for a project; an ability to operationalise a project's objectives in practical logistical terms.



- A meticulous attention to detail, demonstrated through excellent written and verbal communication skills.
- The ability to be proactive and to take initiative when undertaking administrative, clerical, and project work.
- Ability to communicate fluently in at least one East Asian or Southeast Asian language.
- A good knowledge of East and Southeast Asian arts, for example, cinema, performing arts, visual arts, literature, or other creative forms.
- An interest in the exhibition and distribution of artistic and cultural work.
- A keen interest in the vision and values of Queer East.
- Experience communicating with colleagues, professional contacts, and members of the public, while maintaining a friendly and helpful manner.
- Understanding of the importance of inclusion and diversity in the workplace.
- Experience in undertaking administrative or office work.
- Experience working both independently, and as part of a team.
- Familiarity with Google and Apple Mac software (Google Docs, Pages, Numbers).

Desirable Skills, Knowledge and Experience

- Experience in undertaking administrative or office work in the arts or cultural sector.
- Knowledge of arts administration and festival operations.
- Academic qualifications related to film studies, filmmaking, performing arts, visual arts, queer studies, or other subjects relevant to the work of Queer East.

