

# FABRICA

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| <b>Job Title</b>            | <b>OFFICE &amp; SALES ASSISTANT (FREELANCE)</b>                                                                                                                                                        |
| <b>Working Pattern</b>      | This is a freelance role offering <b>8 hours per week:</b> Monday 1–5pm and Wednesday 9am–1pm                                                                                                          |
| <b>Pay</b>                  | <b>£13.45 per hour</b> , payable on receipt of an accurate invoice. As this is a freelance contract, you will be responsible for managing and paying your own tax and National Insurance contributions |
| <b>Contract type</b>        | <b>Freelance</b>                                                                                                                                                                                       |
| <b>Ideal start date</b>     | <b>16 September 2026</b>                                                                                                                                                                               |
| <b>Application deadline</b> | <b>5pm on Monday 31 August 2026</b>                                                                                                                                                                    |
| <b>Interview date</b>       | <b>Thursday 3 September 2026</b>                                                                                                                                                                       |

Fabrica is seeking a friendly, organised and practical Office & Sales Assistant to join our team on a freelance basis from September 2026 to March 2027.

## About Fabrica:

Fabrica is an arts charity and venue in central Brighton, based in the former Holy Trinity Chapel, a 19th-century Grade II\* listed building. We have a strong reputation for supporting artists to develop and present new work, through major commissions for our space and our Making Space programme for work-in-progress development. Alongside this, we deliver a varied programme of exhibitions, events, film screenings and creative activities that engage diverse audiences with contemporary art.

Commercial income has long been an important part of Fabrica's sustainability, primarily through venue hire for weddings, private celebrations, corporate events and cultural hires such as festivals and The Great Escape, supported by our café-bar operation. Since April 2023, this has become an increasingly significant source of income alongside a broader mix of funding, including grants from trusts and foundations, National Lottery funding, statutory service contracts, ticket sales, donations and in-kind support for our public and community programmes.

[www.fabrica.org.uk](http://www.fabrica.org.uk)

## Purpose of the role:

The purpose of the Office & Sales Assistant role is to provide reliable, hands-on front-of-house, administrative and practical support that helps Fabrica's day-to-day operations run smoothly. The role also supports the Marketing & Sales Manager with event administration, venue hire, shop sales, donations and other commercial activity, helping to maintain a welcoming, well-organised and professional environment for visitors, tenants, artists and colleagues

**Location:** Fabrica, Brighton. This is an office-based role, working from our busy reception office.

**Hours:** 8 hours per week, Monday 1–5pm and Wednesday 9am–1pm.

**Freelance contract:** September 2026–March 2027, with some breaks including Christmas/New Year

**Total contract value:** £2,797.60 (based on 26 weeks of work)

## **Reporting and line management:**

The Office & Sales Assistant will be managed by and report to Fabrica's Marketing & Sales Manager, with tasks also assigned by the Administrator as required

## **KEY TASKS**

### **Regular duties (weekly / daily)**

- Based in reception – point of contact, liaises with appropriate staff about urgent issues and enquiries
- Monitoring the office email account, answering the telephone and the door.
- Ensuring the office environment is well presented, that answerphone messages are kept up to date, post is opened and passed on, key information is updated and displayed.
- Dealing with enquiries from the public, volunteers, freelancers, staff and third parties over the phone, email and in person.
- Event-related administration and data inputting, including recording ticket sales and attendee numbers, processing reconciliation forms, and receiving, scanning and tracking Risk Assessments.
- Taking and storing deliveries to the office and notifying staff and tenants accordingly.
- Maintaining office calendars, ensuring paper and digital calendars are up to date
- Handling event bookings including registration and payment.
- Office tidy once per week – checking all office rooms and storage to keep things functional, neat and presentable for tenants and team. Keeps an eye on problem areas and reports back to Administrator.
- Organising Lost Property storage and record – clearing once outdated
- Ensuring the kitchen environment is tidy and notifying event managers of any issues following events. Undertaking minor cleaning duties, such as descaling the urn
- Keeping staff and tenants informed and ensuring compliance with the 'house rules'.
- Liaising with Administrator to coordinate the recycling services.

### **Supporting colleagues**

- Providing additional assistance to the office team when required for example: general errands in town / filing / liaising with third party contractors.

### **Less frequent duties**

- Supporting the Marketing & Sales Manager with developing the blog on the Fabrica website, potentially working with placements/interns on this
- Checking, maintaining and ordering stock: tea and coffee supplies, cleaning materials.
- Develops some affordable artwork for walls using exhibition posters / book artworks.

### **Supporting sales**

- Check Venue Hire inbox to ensure immediate enquiries are dealt with, and keeping the inbox organised and free of spam.
- Supporting Venue Hire enquiries on the phone/door to support Venue Hire Manager and Production Manager – checking gallery availability, booking viewings etc.
- Work with Marketing & Sales Manager to ensure donation points and opportunities are available and working in the gallery
- Work with Marketing & Sales Manager to oversee & report on shop stock and sales, keep stock tidy and clearly labelled, ensuring good presentation of range out in shop for events and checking till point is working correctly.

### **Personal specification:**

We are looking for a friendly, reliable and proactive individual who is confident dealing with a wide range of people and committed to helping Fabrica run smoothly day to day. You'll play an important role in creating a welcoming, well-organised environment for visitors, tenants, artists, colleagues and clients, while providing practical support across our office, venue hire and sales activities.

### **The specific knowledge, skills and experience we are looking for:**

#### **Essential**

- Friendly, approachable and professional, with the confidence to communicate effectively with visitors, tenants, artists, colleagues, clients and members of the public.
- Organised, reliable and able to manage a range of routine tasks, enquiries and competing priorities with good attention to detail.
- Proactive and practical, with the ability to use initiative, identify issues and take appropriate action or seek support when needed.
- Good written and verbal communication skills.
- Competent with standard office IT and equipment, including Gmail and Google Calendar, Microsoft Word and Excel, SharePoint, and scanners/printers/photocopiers.
- Able to work independently while also contributing positively as part of a small team.
- Willingness to undertake practical tasks and help maintain a clean, tidy and welcoming office and shared environment.
- An interest in and enthusiasm for working within a busy arts and cultural organisation.

#### **Desirable**

- A background in reception, office administration, customer service, front-of-house or a similar people-facing role.
- Familiarity with event administration, bookings, ticketing, venue hire, sales or shop/stock management.
- Confidence supporting basic marketing, website or digital communications activity.
- An interest in and understanding of arts, cultural and creative organisations, with knowledge of Fabrica and/or the Brighton and Hove arts and cultural sector.

Applications must be made prior to the deadline of **5pm on Monday 31 August 2026**.

Please complete the online form available [here](https://fabrica.org.uk/jobs) or on our website: ([fabrica.org.uk/jobs](https://fabrica.org.uk/jobs)) and upload a relevant CV & covering letter (2 sides A4 maximum).

Please also complete the anonymous Equality and Monitoring Form (this can also be found via a link provided on the website vacancy listing).

Interviews will take place in person on **Thursday 3 September 2026**.

Shortlisted applicants will be notified by email in the first instance to arrange an interview time, but we may follow up with a phone call.

All applicants will be contacted by **Friday 11 September 2026** at the latest.

Fabrica is a disability-inclusive employer. We welcome applications from people with disabilities, including those with neurodivergence, mental health or long-term health conditions. The building is

Grade II\* listed, does not have a lift and parts of it may only be accessed via stairs. Please use the online application form to let us know if you need any adjustments for the recruitment process. Any information you provide will be treated in the strictest confidence and only used for the purpose of providing the adjustments needed. Requesting adjustments will not adversely affect the outcome of your application.

For more information on Fabrica's venue accessibility, see our website: [fabrica.org.uk/accessibility](https://fabrica.org.uk/accessibility)

If you have any further questions regarding this role, please email [office@fabrica.org.uk](mailto:office@fabrica.org.uk) or call 01273 778646.