



## Arts Activity Vehicle Driver and Technician

**Position:** Arts Activity Vehicle Driver and Technician

**Location:** Office in Belfast city centre and driving the vehicle across NI as per bookings.

**Hourly Rate:** £13-£14 per hour plus company pension and health benefits

**Hours of Work:** 20 hours per week (Part time)

**Contract Period:** 12 months (Extension subject to continued funding)

**Days of Work:** 4 days per week (Between Monday – Friday ***includes weekend and evening support***, as per project requirements)

**Parking Facilities:** Free onsite parking

**Application Process:** Apply by submitting a CV by the 15<sup>th</sup> May **2025**. Followed by shortlisting and selection for interview, and if successful then with immediate appointment to the position.

WheelWorks is a leading regional youth arts charity, which, since 1995 has been working with young people aged 4-25 and their communities across Northern Ireland.

We are looking for an experienced driver to drive the ArtCart lorry and with the knowledge and ability to manage the digital equipment and arts resources in the office/on site. Drivers must be aged 21 and hold a category C1/C licence. This role requires flexibility, with weekday support and some evening and weekend support for activities and events that we offer onboard the ArtCart.

As a driver, you will be supporting our outreach work in the community, at youth clubs, festivals, and community events across NI. As the arts technician, you will be responsible for managing different types of resources (e.g., iPads/gaming equipment, AV equipment, arts materials etc.), supporting staff and freelance artists with the resources needed to deliver the creative activities.

The ArtCart vehicle is the only service of its kind in Northern Ireland; it is a custom-designed lorry when stationed that opens out into an outdoor event space. Onboard, we offer fun, creative experiences using a fusion of digital and traditional arts. The aim is to ignite creativity in young people and their communities.

### KEY RESPONSIBILITIES:

#### Driving the vehicles:

- Driving to and from events/session locations; setting up and assisting artists as required during the activities.
- Maintenance and upkeep of both vehicles.
- Arranging servicing, safety inspections, MOT tests, electrical checks etc.

- Maintaining cleanliness of the vehicles before and after a session/event.
- Loading of equipment on and off the vehicle as required.
- Maintaining all the health and safety needs of the vehicle and ensuring all risk assessments are updated as required for delivering the activities at various locations across NI.
- Liaise closely with ArtCart coordinator and WheelWorks team members for their scheduled ArtCart activities, equipment usage, and materials needed.

#### **Technical support in the office:**

- Responsible for managing all WheelWorks digital equipment and arts materials.
- Responsible for managing and maintaining WW inventory (i.e., equipment/resource systems and procedures).
- Assisting in digital support with regards to app. updates and IT equipment updates.
- Assisting project coordinators and artists with their arts workshop materials.
- Purchasing equipment and materials as required/as per budget and in line with procurement procedures.
- Coordinate and arrange equipment and materials as required for the projects/activities.
- Managing and maintaining the organisation's digital equipment and materials booking in and out systems for projects/activities.
- Assisting with basic IT setup of office computers and liaising with IT company as required.
- Assisting in maintaining health and safety aspects in the office and TechStudio (i.e., IT, technology, visual art equipment, and digital equipment etc.)
- General office maintenance and support as required.

#### **PERSONAL SPECIFICATION**

- Minimum 4-5 years' experience as vehicle driver.
- Drivers must be aged 21 and holding a category C1/C licence.
- Strong interpersonal skills for collaborating with staff teams.
- Excellent understanding of digital equipment and material resource management systems and procedures.
- Excellent organisational skills and attention to detail.
- Strong time and team management skills.
- Experience working to deadlines.
- Administration skills & high level of IT literacy, including Microsoft Office/Excel

This is an amazing opportunity for a highly motivated self-starter; a passionate individual who will share our vision to forge new creative and inclusive spaces that inspire and empower young people across NI.