

SITE GALLERY

Application Pack

Role: Programme Assistant

Background Information:

Site Gallery is Sheffield's leading international contemporary art space, supporting artists specialising in moving image, new media and performance. Pioneering emerging art practices and ideas, we work in partnership with local, regional and international collaborators to nurture artistic talent and support the development of contemporary art. At the heart of what we do, is to connect people to artists and to art, inspiring new thinking and debate through our exhibitions, projects, public programmes and participatory activity.

Site Gallery is currently undergoing a programme of expansion and refurbishment. Trebling the size of our public offer, we are creating a brand new 290sqm gallery and a dedicated events space along with commercial spaces including a shop, café and business-let units.

We re-open to the public in September 2018 and the following year, will celebrate 40 years of exceptional artistic programming.

Artistic Programme:

Our programme embraces new forms of artistic production; including public and social engagement, artists connecting directly with audiences and interaction with technology; performance, live art, film events and projects developed with communities of interest we support. Deep research and collaboration characterise our approach. We support artists whose work reflects on the issues and concerns of our era and that is relevant to local, national and international communities.

We deliver 3 major gallery exhibitions per year, an off-site initiative City of Ideas, an active programme of events and collaborative projects and a year-round participation programme with a focus on young people, schools and families.

The Role: Programme Assistant

The Programme Assistant is a temporary placement for 12 months to support the production of Site Gallery's re-launch and its opening season of public events.

The placement is supported by the Weston Jerwood Creative Bursaries Programme programme. Applicants must meet specific criteria in order to apply. See below.

Placement Details

Position:	Programme Assistant
Employer:	Site Gallery Ltd, 1 Brown Street, Sheffield, S1 2BS
Salary:	£17,095
Responsible to:	Artistic Director
Hours of work:	37.5 hours per week, Monday - Friday Flexibility required
Contract	12-months fixed-term contract

The Role:

Working across all elements of the artistic programme, contribute to the production of Site Gallery's re-launch and its opening season of events and public programme.

Key Tasks:

1. Carry out research as directed to support the development and delivery of artistic activity, providing information to colleagues in a clear and concise format.
2. Organise visits for artists and collaborators; book travel and accommodation; undertake hospitality such as meeting artists at the train station, producing welcome packs, assisting with city-based orientation.
3. Administer, minute and attend internal and external meetings including staff and programme team meetings as well as external meetings with collaborators and partners.
4. Assist with exhibition installation, supporting the Curator, gallery technicians and visiting artists and collaborators as required.
5. Research and prepare information packs on exhibiting artists to brief staff and volunteers.
6. Assist with the production of marketing print, interpretation and online content through collating required material such as images and credits, proof reading and fact checking.
7. Assist in the delivery of public events, contributing ideas for activity, producing materials and setting up spaces, liaising with contributors, acting

as host and carrying out audience research.

8. As required, support the delivery of the participatory programme, including off-site activity designed to reach new audiences.
9. Help build Site Gallery's online presence through the delivery of its digital strategy; propose ideas for digital content and contribute to digital production and social media.
10. Support fundraising and income generating activity through research, providing information for funding bids and collating evaluation materials.

General

11. Develop and maintain relationships with relevant arts and cultural organisations, representing Site Gallery at meetings, openings and events.
12. Commit to own professional development through self initiated research, learning through professional practice and seeking training opportunities where necessary and/or budget allows.
13. Be a proactive member of Site Gallery's artistic team, engaging with colleagues to contribute to the effective planning and delivery of programme across the organisation.
14. Carry out other duties commensurate with the role.
15. Act in accordance with Site Gallery's Equality Policy and ensure all activity is delivered within Health and Safety standards

Throughout the year, you will have the opportunity to attend an international festival and take part in training specifically designed by the Jerwood Charitable Foundation for the 40 Weston Jerwood Creative Bursary recipients around the UK.

Skills, Knowledge and Behaviour: Programme Assistant

You will be an ambitious recent graduate wishing to develop a career in the arts. Your literacy and computer skills and your adaptable attitude will make you an effective member of the artistic programme team; picking up, prioritising and planning tasks in line with the team's workflows and deadlines.

You enjoy problem solving and your analytical approach helps your decision making. You feel confident in asking questions and seeking clarity when needed in order to find practical solutions. You understand the importance of team-work and collaboration and you lead by example in establishing mutually respectful

relationships with colleagues and partners. You are an effective communicator and will be a good advocate of Site Gallery.

You enjoy interaction with Site Gallery's audiences and participants, and will take personal responsibility for delivering quality experiences and to resolving enquiries and addressing needs quickly.

You will need a flexible, forward-looking attitude to succeed in this role, as Site Gallery transitions through a period of change. Your commitment to learning, being open to new ideas, and understanding your own strengths and weaknesses will help you thrive.

You will learn to be solution focussed, to manage time and deal with multiple priorities in a systemic and methodical way. You will be encouraged to set high standards, to be creative, to take responsibility for your own actions, to be resilient and persistent and to take on new challenges.

How to apply:

This placement is offered as part of the Weston Jerwood Creative Bursaries Programme. To be eligible to apply applicants must be a full-time UK resident, have graduated since 2015 and have received a full maintenance grant in each year of their degree. See below for further information.

Make an application:

Complete the Jerwood Creative Bursaries Survey (see below)

Then

Submit a C.V., a completed Site Gallery Equalities Form and a covering letter outlining your relevant experience and interest. You should include your Survey code in your covering letter.

Applications should be sent via email to jobs@sitegallery.org

Deadline for applications: Midday Tuesday 12th December 2017.
Interviews expected to take place first week in January 2018

Weston Jerwood Creative Bursaries Survey Code:

All applicants **MUST** complete a brief and anonymous survey questionnaire to be considered for interview.

The results will be held by Jerwood Charitable Foundation and will not be shared with the organisation you have applied to and will not be used in assessing your application.

<https://www.surveymonkey.co.uk/r/JerwoodCharitableFoundationApplicants>

You will be given a code on completion of the survey - you will need to include this in your application.

You will be required to take part in an evaluation which is conducted by the Weston Jerwood Creative Bursaries programme.

Please note that if you are shortlisted you will be required to provide evidence of your full maintenance grant for each year of your degree prior to interview. We will not interview individuals who do not supply the documentation in advance.

If you need to speak to us about the details of your eligibility then please contact Kirsty Young, Marketing and Development Manager, kirsty.young@sitegallery.org / 0114 281 2077

Site Gallery is an equal opportunities employer and welcome applications from a diversity of backgrounds.

Site Gallery is supported by Arts Council England and Sheffield City Council.

Eligibility Requirements:

This placement is offered as part of the Weston Jerwood Creative Bursaries Programme, aimed specifically at recent graduates from low-income backgrounds looking to start a career in the arts. In order to be eligible applicants must have:

1. Graduated from a degree (BA, MA or equivalent) in any subject within the past two years (i.e. in 2015, 2016 or 2017). No minimum grade required. Graduates with more than one bachelor's degree are not eligible.

AND

2. Have received a full maintenance grant during the full period of their course and be able to verify it with the necessary paperwork (note it is possible to ask your university for copies of necessary paperwork)

AND

3. Be a full-time UK resident

Please make sure you meet these criteria before applying for this position. More details about the criteria can be found [here](#):

<http://www.jerwoodcharitablefoundation.org/projects/weston-jerwood-creative-bursaries-2017-19/programme-aims-eligibility/>

You can find full details of this national programme and other opportunities available across the UK [here](#)

<http://www.jerwoodcharitablefoundation.org/projects/weston-jerwood-creative-bursaries-2017-19/programme-aims-eligibility/>

The Weston Jerwood Creative Bursaries programme is designed and managed by Jerwood Charitable Foundation in partnership with the British Council. It has been made possible through the combined support of Arts Council England's Ambition for Excellence Fund, Garfield Weston Foundation, Jerwood Charitable Foundation, CHK Charities Limited and PRS Foundation