

# SITE GALLERY

## Application Pack

### Role: Participation Producer

#### Background Information:

Site Gallery is Sheffield's 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 recently underwent a programme of expansion and refurbishment re-opening to the public in September 2018. We have a new 290sqm gallery and a dedicated events space along with commercial spaces including a shop, café and business-let units. This year we are celebrating our 40<sup>th</sup> anniversary.

#### Job Description

Position:	Participation Producer
Employer:	Site Gallery Ltd, 1 Brown Street, Sheffield, S1 2BS
Salary:	£22,500 - 26,000 pro rata depending on experience
Responsible to:	Participation Manager
Responsible for:	Volunteers
Hours of work:	16 hours per week, flexible, to include Tuesday am and Wednesday evenings and occasional other evening and weekends. Fixed term until May 2020

#### Scope of Role:

Site Gallery's Society of Explorers are a collective of young people aged 14-19 who are passionate about art, new ideas and connecting with other young people from different backgrounds. They co-produce and co-design opportunities for and with other young people, building new young audiences for Site.

This role is the key relationship manager and facilitator for the group. Able to recognise and run with ideas generated by the young people, the role involves delivering planned

programme as well as designing and commissioning new activity.

#### Key Tasks:

1. Deliver or host the weekly young people's Society of Explorers group which meets on a Wednesday evening 5-7pm.
2. Support participants in the development and delivery of young people-led commissioning; designing activity that enables them to make their own decisions and to build new skills, as well as ensuring high quality outcomes.
3. Use carefully considered and planned strategies for ongoing recruitment of young participants for both SOE and participants of wider programme.
4. Ensure all activity engages with and involves a diverse range of people.
5. Work with the Participation Manager to develop contacts and partnerships, including local and international artists, youth clubs, schools and colleges, festivals and events.
6. Manage project budgets and keep accurate financial records.
7. Act as relationship manager between the young people and Site Gallery's staff. Ensure the participants interests and ambitions are known within the organisation in order that Site enables individuals to participate in activity that supports their personal development.
8. Support internal communications through attending organisation planning meetings (Tuesdays 11-12pm), working as a team member and sharing knowledge with staff members and volunteers.
9. Continue the monitoring and evaluation of activity which has been ongoing throughout the programme.
10. Act in accordance with Site Gallery's Equality Policy and Health and Safety guidelines and ensure that the Child and Vulnerable Adult Protection Policy is adhered to across all delivered activity.

#### Other:

11. You will be required to undertake an enhanced DBS check
12. Be available to work at times convenient to young people.
13. Any other duties commensurate with the role.

#### **Skills, Knowledge and Behaviour: Producer**

You have a good track record of working with young people from diverse backgrounds, and in designing and delivering arts participation or engagement projects. You are experienced in commissioning artists and take an interest in local and national good practice and policy in the development of participative work. Working strategically you will be able to look beyond your own role into the needs of the whole organisation.

You are a good problem solver, able to think on your feet, consult effectively and make quick judgements when needed. You understand what makes groups work well and function effectively. You will be able to create an environment where young people feel empowered and equip them with the skills and confidence they need to realise their creative potential, finding creative solutions to keep the group energised and engaged.

**Recruitment:**

This post is offered as a fixed term contract until the end of May 2020, funded through a grant from the Paul Hamlyn Foundation.

The shortlisting for this role will be carried out with our young people. The recruitment process will involve an interview and practical task.

**How to apply:**

To apply for the post please submit a C.V. with a covering letter outlining your relevant experience and interest in the role.

Applications should be submitted via email to [jobs@sitegallery.org](mailto:jobs@sitegallery.org)

Deadline for applications: Midday, Monday 28 October 2019  
Interviews scheduled for Wednesday 6 November.

We ask all applicants to complete an Equal Opportunities form to help us monitor the reach of our job adverts. [Follow this link to complete the form.](#)

We are an equal opportunities employer and encourage applications from a diversity of backgrounds.