

SITE GALLERY

WESTON
JERWOOD
**CREATIVE
BURSARIES**
2020–2022

Application Pack

Programme Assistant

40 hours per week, fixed term for 1 year

Salary: £19,500 per annum

Are you passionate about contemporary visual art and interested in a programme of professional support to develop a career in the arts sector?

If you are looking for a job working with artists, making exhibitions or working with diverse communities to encourage people to engage with contemporary art, this role could be for you.

At Site Gallery we care deeply that the work we create is relevant to our city and to people living in Sheffield. It is critical that our team is representative of the wide range of communities we engage with. Fair access to working in the arts and cultural sector is an urgent issue with people from lower socio-economic backgrounds still significantly under-represented amongst the artists and employees of UK arts organisations.

This role has been created through the Weston Jerwood Creative Bursary Programme. Whilst previous experience working in the arts is not essential, the opportunity is for an individual with between 2-5 years of either work or higher education experience since leaving school and who identifies as coming from a lower socio-economic background (see below). We recognise that you may have faced barriers to work previously and we welcome applications from those who may not have taken a traditional route. The role includes a programme of professional development support and full training is provided.

Applications are now **open**. The **closing date is midday Monday 30 November 2020**.

Please see below for details of how to apply.

Site Gallery can support an Access to Work application and we are open to discussion about additional support/resources that might be required.

<https://www.accessdocsforartists.com> and <http://alexandrinahemsley.com/resources/access-rider-open-template/>

A contribution to relocation is available if required. Travel costs for those invited to interview will be reimbursed.

For an informal conversation about additional support please contact Judith Harry by emailing jobs@sitegallery.org or by calling the gallery on 0114 281 2077 to request a call back.

We look forward to hearing from you,
Judith Harry, Executive Director

Background Information:

Site Gallery, Sheffield is one of Yorkshire's leading international contemporary art spaces, 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.

In 2018 Site Gallery re-opened following a programme of expansion and refurbishment. We have a 290sqm gallery and a dedicated events space along with commercial spaces including a shop, café and business-let units.

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 the communities of interest we support. Deep research and collaboration characterise our approach; as does tolerance, openness and commitment to the idea of culture as a human right. We support artists whose work reflects on the issues and concerns of our era and that is relevant to local, national and international communities.

Weston Jerwood Creative Bursaries Programme 2020-22

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by Jerwood Arts. See below for further details.

Job Description

Position:	Programme Assistant
Employer:	Site Gallery Ltd, 1 Brown Street, Sheffield, S1 2BS
Salary:	£19,500
Responsible to:	Curator
Hours of work:	Full-time; 40 hours per week incl 1 hour lunch break, flexible working can be negotiated.
Contract:	12-months fixed-term, from January 2021

The Role:

Working within Site's creative programme team you will contribute to all stages of production of Site's exhibitions, events and public programme. This is a traineeship role and you will be supported to gain skills which include creative programming, research, project planning, working with artists, presenting information to different audiences, written and aural communications as well as planning, time management, negotiation, trouble-shooting and team working.

Key Tasks:

1. Carry out research 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 for site visits, installs and events, producing welcome packs, assisting with city-based orientation.
3. Organise, 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. Support the production of marketing communications through collating material such as images and credits, proofreading and fact checking.
7. Assist in the delivery of public events and participatory programmes, contributing ideas for activity, producing materials and setting up spaces, liaising with contributors, acting as host and carrying out audience research.
8. Contribute ideas to Site's online presence; propose ideas for digital content and contribute to digital production and social media.
9. Support fundraising and income generating activity through research, providing information for funding bids and collating evaluation materials.
10. Participate in the Weston Jerwood Creative Bursary professional development programme.

General

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

Skills, Knowledge and Behaviour: Programme Assistant

Whilst previous work experience in the arts is not necessary, you will be a proactive, driven and creative individual looking to develop a career in the arts.

We're interested in what you bring as an individual and your lived experiences, not purely what employment experience you have. Your current job or previous job may be completely different to this one so we'll be interested in your general attitude and approach to work.

You will have good written and verbal communication skills and be confident working both independently and as part of a team. Your adaptable attitude will make you an effective member of the creative programme team; picking up, prioritising and planning tasks in line with the team's workflows and deadlines.

You enjoy problem solving and 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 good working 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, responsive and compassionate attitude to succeed in this role, as we work through this period of global pandemic and 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 focused, to manage your time and deal with multiple priorities in a structured and responsible 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.

Eligibility Criteria

We need someone who:

- has the legal right to work in the UK;
- is not in full time education (12 hours or more formal study a week);
- has been working for between 2 and 5 years (not necessarily in the arts);
- is from a lower socio-economic background under-represented in the arts and cultural sector.

Socio-economic background is a term used to describe what is sometimes referred to as level of privilege or class. Common measures of socio-economic background include parental qualifications; parental occupation; type of school attended and eligibility for free school meals.

A lower socio-economic background is indicated by multiple factors and to identify as being from a lower socio-economic background you may meet two or more of the following criteria

- Attended only state-funded school or college
- Eligible for free school meals at secondary school;
- Were the first generation to attend higher education in your family;
- Grew up in a household where at age 14, the primary carer held an occupation that can be described loosely as Unemployed / never worked; Routine manual and service occupations e.g. van driver, cleaner, porter, waiter/waitress, bar staff; semi-routine

manual and service occupations e.g. postal worker, security guard, machine worker, receptionist, sales assistant.

Site Gallery is an anti-racist organisation and an equal opportunities employer. We encourage applications from everyone, irrespective of gender, race, disability and age.

Access/Support

Site Gallery will provide a laptop to enable the Programme Assistant to work flexibly from home and in the office.

Current health and safety measures responding to the Covid-19 pandemic mean eligible staff are working up to one day per week in the office and the rest from home. Office space can be provided to those who prefer to work from the office and those at high or very high risk of complications from Covid-19 are able to work 100% at home.

We can support the Programme Assistant with an Access to Work application to secure support based on your needs. This may include a grant to help cover the costs of practical support in the workplace or at home, help getting to and from work, support worker services and/or mental health support.

We are very open to a discussion about additional support/resources that might be needed during the application process or once recruited to the job to enable you to do your best work. This will not affect your eligibility for the role or the strength of your application. For an informal conversation about additional support please contact Judith Harry by emailing jobs@sitegallery.org or by calling the gallery on 0114 281 2077 to request a call back.

For information and useful resources about access visit: <https://www.gov.uk/access-to-work>
<https://www.accessdocsforartists.com>

A relocation budget of up to £250 is available. We can discuss whether this would help you to take up the job during the interview.

To apply:

We want to make the application process as simple as possible for you. You can either send your application using the form linked below or by emailing written or recorded (video or audio) answers to the questions below to jobs@sitegallery.org.uk

We are asking you for:

1. Your name
2. Your email address and phone number
3. Why you're interested in this job
4. A description of a previous project or event that you have organised or managed and what you did. This should tell us about something you are proud of achieving.
5. A description of an exhibition or artwork that you've seen in real life or online that you found interesting or inspiring, and which tells us about your wider artistic/research interests.

6. This job is intended for an individual from a low socio-economic background. We invite you to describe the barriers you have faced as somebody from a low socio-economic background, and what you hope to gain from the experience of working with Site Gallery.

To submit your application by google form [click here](#)

All applicants must also complete an anonymous Equal Opportunities Monitoring form. This will help Site Gallery and Jerwood to better understand the reach and fairness of our recruitment process.

Please [click here](#) to complete the monitoring form.

Closing date for applications is **Midday, Monday 30 November 2020**.

Interviews will be held via Zoom on Monday 14 December 2020 with three members of the Site Gallery team (Executive Director, Judith Harry; Curator, Angelica Sule; and a Board Member, Kerry Campbell).

We will be holding a free Open Day style meeting via Zoom for anyone interested in the Programme Assistant job on Monday 16 November, 1-2pm.

This is an opportunity to ask Judith Harry and Angelica Sule any questions you may have about the Programme Assistant job and what we are looking for in applications. To register for the Open Day [click here](#).

This document is available to read in [Easy Read format](#), listen to as [an audio recording](#) or watch in [BSL video](#).

Cymraeg

Os byddai'n well gennych chi ddarllen fersiwn Cymraeg o'r testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi wrando ar y testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi weld fersiwn Hawdd i'w Ddarllen o'r testun hwn, cliciwch [yma](#).

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](#).

Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with organisations like the one you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from low socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

What is a low socio-economic background?

If you are from a low socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and inclusion, and the actions we are advocating for, in this [Toolkit](#).

How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](#).

What will you get from the programme beyond the job?

- **Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from low socio-economic backgrounds. We call this a network of 'Fellows'. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won't be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.
- **Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the

content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.

- **Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You'll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.
- **Progression:** Throughout the programme, you'll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.
- **Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on sarahg@jerwoodarts.org or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.

The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England's Transforming Leadership Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, The National Lottery through Creative Scotland, British Council, Jerwood Arts and PRS Foundation

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