

29 August 2017

## UNLIMITED TRAINEESHIP

Please find enclosed information on the Unlimited Traineeship. To apply you will need to complete our online application form and also provide a short written critique of a piece of work you have seen recently.

To apply go to [apply.artsadmin.co.uk](http://apply.artsadmin.co.uk)

Deadline for applications is 12pm on Monday 9 October 2017.  
Interviews will take place on 30 October 2017.

The traineeship starts 27 November 2017.

Please refer to the Traineeship description and person specification in your application. Be sure to include the critique, as your application will not be considered without it.

This application pack contains:

Applicant guidance notes (p.2)

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For access queries, including any alternative formats, or if you have any difficulty completing the online form, please contact Jessica Denning on 020 7247 5102 or email [admin@artsadmin.co.uk](mailto:admin@artsadmin.co.uk).

Thank you for your interest in Unlimited and Artsadmin.  
Kind regards

Jessica Denning  
Admin & Studios Manager

## UNLIMITED TRAINEESHIP APPLICATION GUIDANCE NOTES

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can, so you're more likely to be shortlisted.	
Research Artsadmin, Shape and Unlimited	This will tell you about who we are and the work we do, and the sort of work you'll be involved with should you get the traineeship. <a href="http://weareunlimited.org.uk">weareunlimited.org.uk</a> <a href="http://artsadmin.co.uk">artsadmin.co.uk</a> <a href="http://shapearts.org.uk">shapearts.org.uk</a>	
Read the Traineeship Description	This explains the key activities of the traineeship. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These are the minimum requirements for the traineeship. It is important that you clearly demonstrate these in your application.	
Complete the application form	Please complete all sections as fully as possible. Remember to include all relevant experience including voluntary work, placements etc along with paid employment. The online application form can be found at <a href="http://apply.artsadmin.co.uk">apply.artsadmin.co.uk</a>	
Upload your critique	As part of your application you need to upload a short critique you have written, of no more than 500 words, on a piece of art / work seen recently. This gives us a chance to see the sort of cultural activity you regularly attend, and how you respond to it. For guidance on this, see below.	
Submit your application	You will receive a confirmation email. If you have any difficulties with your online application contact us 020 7247 5102 or email <a href="mailto:admin@artsadmin.co.uk">admin@artsadmin.co.uk</a> Deadline: 12pm on Monday 9 October 2017 We cannot accept applications after this time	

## ABOUT THE UNLIMITED TRAINEESHIP

**Responsible to:** The Unlimited Trainee will be part of the Unlimited team at Artsadmin and will work alongside Unlimited's Senior Producer, Project Manager, as well as staff members in Artsadmin's Marketing and Development teams.

**Salary:** The Traineeship will be offered for one year from commencement of the placement, a salary of £15,600 per annum.

**Attendance Hours:** 8 hours per day, usually within regular opening hours. The Artsadmin office is open from 9am-7pm five days a week, however, the Trainee may undertake out of hours duties such as evening meetings, performances and events.

**Leave Entitlement:** 20 days plus statutory holidays and company closure over Christmas and New Year.

This is the fifth year Artsadmin has delivered the Unlimited Traineeship programme. Research confirms that there is currently a shortage of disabled arts professionals. This traineeship addresses this imbalance and is only open to candidates who identify as disabled. Shape and Artsadmin use an inclusive definition of disability based on the Social Model approach, which, by focusing on the disabling barriers imposed by society, embraces all physical, sensory and invisible impairments, learning disability, mental health, neurodivergent and fatigue conditions. If you identify as such, and/or have experienced access barriers, we invite you to apply.

Each trainee is offered a twelve-month traineeship to assist with producing, project management and the provision of resources to disabled artists, with a view to developing a career in the arts. The programme offers a long-term on-the-job learning opportunity through direct involvement across Unlimited's activity. This includes assisting in developing and coordinating disabled artist's commissions, research and development schemes, venue support and advisory support for disabled artists working across a wide range of art forms.

The programme in 2018 will enable the trainee to develop an active knowledge of all areas of Unlimited's activity through working closely with the Unlimited team across Artsadmin and Shape.

## ABOUT US

### Unlimited

Unlimited offers talented disabled artists funds and mentoring support to develop, produce and show ambitious work. The aim of Unlimited is to embed work by disabled artists within the UK cultural sector, reach new audiences and shift perceptions of disabled people.

The programme is delivered by Shape Arts and Artsadmin. It is supported using public funding by the National Lottery through Arts Council England, Arts Council of Wales, British Council and Spirit of 2012.

[www.weareunlimited.org.uk](http://www.weareunlimited.org.uk)  
[www.unlimitedimpact.org.uk](http://www.unlimitedimpact.org.uk)

### Artsadmin

Artsadmin works with artists to produce visual, performance and interdisciplinary art in theatres, galleries and outdoors, in the UK and internationally. Founded in 1979, it continues to nurture the experimental and offers support for artists looking to challenge our perceptions of the world. [www.artsadmin.co.uk](http://www.artsadmin.co.uk)

### Shape Arts

Shape is a disability-led arts organisation working to improve access to culture for disabled people. Founded in 1976, Shape develops opportunities for disabled artists, trains cultural institutions to be more inclusive, and runs participatory arts and development programmes. [www.shapearts.org.uk](http://www.shapearts.org.uk)

# UNLIMITED TRAINEESHIP DESCRIPTION

The Unlimited Trainee will assist in the management of:

## Artists' Projects activities

- Supporting disabled artists' commissions and research & development
- Liaising with disabled artists, venues, and production teams before, during and after productions/exhibitions/sharings.
- Providing assistance to Unlimited Senior Producer, Project Manager and Unlimited team
- Assisting in the publicity, promotion and marketing of all areas related to Unlimited
- Maintaining and update project plans & diaries
- Managing small projects where suitable
- Advocating for disabled artists and generating interest in their projects
- Supporting disabled artists' career development through advice, information and guidance sessions
- Maintaining information resources to support the disabled artistic community
- Assessing and offering feedback to disabled artists on their work
- Support and advocacy of commissioned and supported Unlimited artists
- Coordinating showcases and documentation of Unlimited artists work
- Attending performances, talks and events relating to contemporary performance and art practice

## General activities

- Day to day administrative support
- Researching opportunities & information
- Assisting with fundraising & grant applications
- Assisting in the planning and delivery of marketing campaigns
- Long-term strategic development of independent artists and companies
- Occasional basic book keeping, budgeting and petty cash
- Occasional use of box office system for events

# UNLIMITED TRAINEESHIP PERSON SPECIFICATION

## Essential skills / experience

- Ability to manage multiple priorities
- A high standard of organisation & efficiency
- A self-starting and pro-active approach to work
- Excellent communication skills
- Knowledge of IT, particularly MS Office software
- Numeracy & basic budgeting skills
- Commitment to equal opportunities, particularly on disability issues

## Desirable skills / experience

- Interest in/knowledge of the work of either Artsadmin, Shape or Unlimited
- Knowledge of Mac computing
- Knowledge of design software (Photoshop, InDesign etc)
- Experience of working in arts/project management
- Experience of using social media
- Experience of using remote working tools such as Dropbox, Trello, Slack
- A keen desire to work in the arts in the longer term

## WRITING A CRITIQUE

It is mandatory for you to upload a critique of a work of art. This can be of a specific piece (painting, sculpture, costume), an exhibition, a performance, a film... it gives us an insight into what interests you in art, and your critical thinking. The critique can express a personal point of view.

WikiHow offers some tips to approach art critique, which you may find useful prompts to think about: <http://www.wikihow.com/Critique-Artwork>

## AN INSIGHT INTO WORKING WITH UNLIMITED

Previous trainees and interns have shared their experiences of working with Unlimited through some blogs and videos:

- <http://www.unlimitedimpact.org.uk/waving-goodbye-to-emily/?source=image>
- <http://www.unlimitedimpact.org.uk/my-traineeship-with-unlimited-emily-crowe/?source=image>
- <http://www.unlimitedimpact.org.uk/what-a-difference-a-year-makes/?source=image>
- <http://www.unlimitedimpact.org.uk/my-traineeship-with-unlimited-simon-overington-hickford/?source=image>