

## **ARTISTS' ADVISOR**

Please find enclosed the Job Description and Person Specification for the position of Artists' Advisor. If you would like to discuss the role informally please feel free to contact me.

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

The deadline for applications is **5pm on Monday 28 January 2019.**

**Interviews will take place on Tuesday 12 February 2019**

If you have any difficulty completing the online form please email [jessica@artsadmin.co.uk](mailto:jessica@artsadmin.co.uk) or call us on 020 7247 5102.

Thank you for your interest in Artsadmin.

Kind regards

Deborah Chadbourn  
Director

Toynbee Studios, 28 Commercial Street London E1 6AB, United Kingdom  
**WEBSITE** [artsadmin.co.uk](http://artsadmin.co.uk) **TELEPHONE** +44 (0)20 7247 5102  
**EMAIL** [admin@artsadmin.co.uk](mailto:admin@artsadmin.co.uk) **TWITTER** @artsadm

**DIRECTORS** FEIMATTA CONTEH, CHARLES GARRAD (CHAIR), STELLA HALL,  
CHRISTOPH JANKOWSKI, LOIS KEIDAN, FREYA MURRAY, ALISON RITCHIE, MHORA SAMUEL, JEREMY SMEETH.  
VAT REGISTRATION NUMBER: 657086117. REGISTERED IN THE UK NUMBER: 2979487. REGISTERED CHARITY NUMBER: 1044645

**ARTS  
ADMIN.**



## ABOUT ARTSADMIN

Artsadmin is a producing organisation, which enables artists to create without boundaries, connecting bold interdisciplinary work with local, national and international audiences. We also deliver free advice, training, and artist-led development opportunities for hundreds of artists: from young people getting involved in performance for the first time through to artists with established careers. In London's East End we have established Toynbee Studios, a centre for the creation, development and presentation of new work, where, in our rehearsal, performance and meeting spaces, new talent is constantly nurtured.

Everything we do is underpinned by our core values. We aim to be:

- **Sustainable.** Raising awareness of environmental issues through the arts and seeking greener ways of working
- **Collaborative.** Developing long-term relationships with diverse audiences, artists and partners
- **Bold.** Encouraging artists to take risks, supporting radical approaches and promoting experimentation

At Toynbee Studios in London's East End, Artsadmin has established a centre for the creation, development and presentation of new work, where, in our rehearsal, performance and meeting spaces, new talent is constantly nurtured.

Artsadmin has secured a long lease on Toynbee Studios until 2038. The building is also home to over 20 arts organisations/practitioners and offers artists, tenants and audiences a creative centre in East London to share and experience new work, attend workshops and talks, develop and present work.

Artsadmin presents a public programme of work at Toynbee Studios each year with events in the café, theatre and other studios. Working in collaboration with festivals, artists and other organisations, Artsadmin programmes work that reflects our core values.

Artsadmin celebrates its 40-year anniversary in 2019. We look forward to receiving applications that explore how we can support the artist community in the UK to survive and thrive.

Working with disabled and non-disabled artists both emergent and mature, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equality and inclusion at the core of its activities – as artist producers, advisors, curators and collaborators. We particularly encourage and welcome applicants from protected characteristic groups currently under-represented at Artsadmin, including BAME and disabled people.

## ABOUT THE POSITION

The Artists' Advisor is a member of Artsadmin's Artist Development team. Working directly with artists to support their aims and ambitions, the team is responsible for developing and delivering a range of professional development activities, for artists and arts professionals working within the areas of live art, performance and interdisciplinary arts. This is a part-time position.

Artsadmin's Artist Development programme was set up in 1998 to provide developmental support for artists. The programme includes a free year-round advisory service and a number of schemes, workshops, labs and development opportunities. Specialising in contemporary performance practice, Artsadmin collaborates with artists of all ages, from those who are new to making work, to artists who have established careers.

The programme includes:

**Artists' Advisory Service:** Artsadmin's one-to-one advisory service is open year-round to all UK-based artists working in contemporary performance practices.

Our advisory service was set up in 1998 and has since provided advice, information and guidance to over 5000 artists. Sessions can be one-to-one or for groups for artists who are working collaboratively. We also offer sessions in person, or by skype, phone and email.

The content of advisory sessions is artist-led and driven by the questions each artist brings, ranging from dialogue around artistic ideas, project development, opportunities, contexts for developing and showing work, funding, marketing, documentation and representation, networking, research and collaboration.

Other Artist Development activities include:

- **Artists' Bursary Scheme:** Bursaries offering time, ongoing advice and money to explore new ideas and processes. Run through an open-call application process, each round of the bursary scheme offers 7 – 9 bursaries.
- **Workshops:** Professional development workshops on areas such as access, greening your practice, fundraising, marketing, documentation,
- **Weekender Labs:** Intensive labs led by international artists which are open to all artists
- **Partnership projects:** These include partnerships with Live Art Development Agency on DIY - an opportunity for artists to conceive and run innovative and unconventional professional development projects for other artists, and our graduate artist award BANNER, in collaboration with Goldsmiths College and Royal Conservatoire Scotland
- **Artsadmin's weekly e-digest:** an artists' resource featuring information on funding / commissions / platforms / calls for artists / seminars / workshops / courses / resources / jobs and opportunities

## **ARTISTS' ADVISOR**

### JOB DESCRIPTION

The Artists' Advisor will work as part of Artsadmin's Artist Development team, alongside the Artists' Advisor and Head of Artists' Advisory Services, to develop and coordinate effective support for artists and arts professionals working within the areas of live art, performance and interdisciplinary arts.

**Salary:** £25,000 at 2.5 days per week

**Hours of work:** 0.5week (2.5 days per week). Office hours are usually 10am – 6pm Monday to Friday. Occasional evening and weekend work will be required. If additional hours are worked no overtime will be paid but time off in lieu can be taken.

**Holidays:** 10 days (pro rata from 20) plus statutory holidays and Christmas closure

**Reporting to:** Head of Artists' Advisory Services

### **Responsibilities include:**

#### **Artists' Advisory Service: Advice, Info & Training**

- Hold one-to-one and small group advice sessions with artists at all stages of their career and offer advice, information and support by email, skype and telephone in response to artists' queries
- Develop and deliver workshops and presentations with the Artist Development team, focusing on key areas of artistic or professional development for artists and arts professionals
- Gather and disseminate information relevant to contemporary artistic practice, such as contexts in which to develop and present work, funding and commissioning opportunities, networks, marketing and representation, documentation, project management
- Maintain and update Artsadmin's database of artists, companies and other promotional/information networks, including gathering monitoring information
- Supervising the Artsadmin e-digest on occasion

#### **Artist Development Support Schemes & Awards**

- Development, coordination and co-programming of artist development schemes, such as the Bursary Scheme
- Coordination and implementation of selection processes and criteria
- Advising artists on application processes and providing feedback
- Administration of programmes including budget coordination, schedules and planning
- Support Bursary artists through constructive one-to-one dialogue and advice
- Produce Bursary artists' events at Toynbee Studios in collaboration with Artsadmin's building and programming team, to include performance events, research sharings, workshops and residencies
- Contribute to evaluation, funding monitoring and Trustee reports

- Contribute to the development and maintenance of relationships with partners, funders and other stakeholders
- Coordinate information for fundraising applications
- Contribute ideas for new initiatives in response to developments in the sector

### **Marketing and Publicity**

- Support the marketing and communication of Artist Development activities, liaising with Artsadmin's marketing team and writing copy for public events, Artsadmin's website and brochures, invitations, and distributing documentation.

### **General**

- Regularly attend Artsadmin events and activities both within Toynbee Studios and elsewhere and take an active interest in seeing work related to Artist Development services and schemes
- Keep abreast of opportunities available to artists and wider developments in the fields of contemporary theatre, dance, live art, performance and interdisciplinary arts
- Represent Artsadmin at events and conferences as required
- Commit to Artsadmin's aims and values

## **PERSON SPECIFICATION**

### **Essential skills / experience**

- Keen interest in and knowledge of the breadth of practices in the UK contemporary performance and live art sector
- Knowledge and experience of national opportunities and support structures for artists working with contemporary performance and live art
- Experience of and commitment to supporting artists in developing their practice
- Experience of working effectively with a wide variety of artists, groups and partner organisations
- A high standard of verbal and written communication skills, with especially strong listening skills
- Demonstrably excellent project management, administrative and organisational skills
- A pro-active team player, able to effectively prioritise workload
- Knowledge of IT, particularly MS Office software
- Numeracy and project budgeting skills
- Understanding of and commitment to equal opportunities and inclusion

### **Desirable skills / experience**

- Knowledge and/or experience of international opportunities and support structure for artists working with contemporary performance and live art
- Knowledge and/or experience of professional development in the wider cultural or creative industries
- Knowledge of Artsadmin's work
- Experience of working in a busy office environment
- Experience of Mac computing
- Knowledge of design software (Photoshop, InDesign etc)