

## Unlimited Trainee 2021 Job Application Information

**Role:** Unlimited Trainees (we are recruiting for 2 trainee posts)

**Timescale:** Two Fixed term 1-year full-time positions (Jan 2021-December 2021).

The deadline to apply is 12 November 2020. Interviews on the 19 and 20 of November.

**Salary:** £19,565

**Location:** One trainee will be employed by Shape Arts and based in Peckham, and one employed by Artsadmin and based in Aldgate East\*.

\*Due to Covid-19 all of the Unlimited team are currently working from home. We anticipate that this may still be the case in Jan 2021. Applicants must therefore be able to work from home if required. Support can be provided.

Further information on the employment terms and conditions for each employer will be supplied to those invited to interview.

**How to apply:** If you'd like to be considered for the role, please [click on this link](#) to fill out an application form through the Submittable platform.

**<https://artsadmin.submittable.com/submit/6885d87d-2dcd-4eb2-bba1-41e4d5ca826c/unlimited-trainee-job-application>**

If you have any problems with the platform please, email [info@weareunlimited.org.uk](mailto:info@weareunlimited.org.uk) or phone 07506 679968. If you do not receive an email to notify you that your application form has been submitted from us within 2 days, please contact us to ensure we have your application.

If you require access support to fill out this application, please email [isabella@shapearts.org.uk](mailto:isabella@shapearts.org.uk) as soon as possible by Friday 6 November 2020 at the latest.

If you have any questions about the role, please contact Jo Verrent [joverrent@weareunlimited.org.uk](mailto:joverrent@weareunlimited.org.uk).

**The brief:** This is the 7th year Shape Arts and Artsadmin have delivered the Unlimited Traineeship programme. Research confirms that there is currently a shortage of disabled arts professionals. These traineeships addresses this imbalance and are only open to candidates who identify as disabled people.

Unlimited 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. We understand that each individual may have their own preferred terminology which is different to ours. If you identify with the above and/or have experienced access barriers, we invite you to apply.

Each trainee assists with producing, project management and the provision of resources to disabled artists, with a view to developing a long term career in the arts. The programme offers a year long, on-the-job learning opportunity through direct involvement across Unlimited's activity. This includes assisting in developing and coordinating administration for disabled artists' commissions, marketing and communications work, research and development schemes, coordinating networking events and advisory support for disabled artists working across a wide range of art forms.

Previous trainees have shared their experiences of working with Unlimited through blogs and videos. Here is a selection which might be of interest. Various alternative formats (such as audio described and BSL interpreted versions) can be found on our YouTube channel):

<https://www.youtube.com/watch?v=R-7CEr9Fe5Q>

<https://www.youtube.com/watch?v=vxBN5WMA754>

<https://www.youtube.com/watch?v=cO8SzbILpOw>

<https://www.youtube.com/watch?v=pVJ1hrHpPCA>

**Person Specification:** Trainees need to be over 18 and not in full time or part time education. There are no upper age restrictions for people applying. We are looking for trainees who have the following skills and experience.

#### 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 Shape Arts or Artsadmin, and of 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

**Background:** Unlimited is an arts commissioning programme that aims to embed work by disabled artists within the UK and international cultural sectors, reach new audiences and shift perceptions of disabled people. Unlimited has been delivered by the disability-led arts organisation Shape Arts and arts-producing organisation Artsadmin since 2013, and is currently funded by Arts Council England, Arts Council of Wales, Creative Scotland and the British Council. Since 2013, Unlimited has awarded over £4 million to over 330 ambitious disabled artists and companies, which have been seen by or engaged with more than 2.6 million people globally and online. Unlimited is due to transition from a programme into an independent organisation across the next 2 years.

To find out more about what Unlimited does, how and why, please check out the Unlimited website, in particular our blog: <https://weareunlimited.org.uk/blog/>

**Shape Arts:** Shape Arts is a disability-led arts organisation which works to improve access to culture for disabled people by providing opportunities for disabled artists, training cultural institutions to be more open to disabled people, and through running participatory arts and development programmes.

For over 40 years, Shape has pioneered the active involvement of disabled people in the arts and creative industries as audience members, artists, employees and participants. Our mission is to promote great art and inclusive practices, knowledge and learning, to ensure that disabled people have active and influential roles in arts and culture - as leaders, artists, participants and audiences, and as part of a skilled workforce.

[www.shapearts.org.uk](http://www.shapearts.org.uk)

**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

[www.artsadmin.co.uk](http://www.artsadmin.co.uk)

**Disability and diversity:** We are interested in expanding the diversity of our current team and are committed to being an Equal Opportunities Employer for all roles, we welcome applications from all suitably qualified persons regardless of their race, gender, disability, culture, religion/belief, sexual orientation or age.