

## **Artist Support Programme Producer: Job Pack**

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

**Please find enclosed the Job Description and Person Specification for the position of Artist Support Programme Producer.**

**If you would like to discuss the role informally, please feel free to contact Reena Kalsi, Producer, Artist Support: [reena@artsadmin.co.uk](mailto:reena@artsadmin.co.uk)**

Following a period of strategic review and planning, Artsadmin's Artist Support has been integrated and aligned with other strands of artistic practice within Artsadmin. It now focused on three key areas: one-on-one Creative Support Sessions, Radar – a dynamic and responsive programme of artist support events and online resources, and the management of two new Artsadmin programmes – Artsadmin Lab and Artsadmin Artist in Residence. In this context, we are seeking to employ an experienced producer to deliver these key elements of the programme as it stands and imaginatively programme Radar sessions with their own flair.

This role is a key part of our Producing team and involves working directly with artists to support their aims and ambitions delivering a range of professional development activities, for artists and arts professionals. It will also involve collaborating with the wider team at Artsadmin on specific projects. 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.

This is a full-time position offered on a permanent contract.

To apply, go to [apply.artsadmin.co.uk](https://apply.artsadmin.co.uk) to complete the application form and please complete the [Equal Opportunities form](#) here: <https://forms.gle/kNVr215DugEFkaYN7>

The deadline for applications is 5pm on 21 August 2021.  
Interviews will take place on w/c 30 August 2021.

Thank you for your interest in Artsadmin.

Kind regards

Deborah Chadbourn and Róise Goan  
Executive Director and Artistic Director



## **ABOUT ARTSADMIN**

Artsadmin is a producing organisation, working with artists to enable them to create bold, interdisciplinary work that connects with local, national and international audiences.

We deliver a wide-ranging artist support programme that includes free creative support sessions and training as well as artist-led development opportunities for hundreds of artists per year. Our support benefits young people getting involved in performance for the first time through to artists with established careers.

We also run Toynbee Studios in London's east end, a vibrant centre for the creation, development and presentation of new work and the nurturing of extraordinary talent.

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

We collaborate with festivals, artists and other organisations to programme work that reflects our core values, including [Season for Change](#) and [Unlimited](#).

Working with disabled and non-disabled artists at all stages of their careers, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equity and inclusion at the core of its activities – as artist producers, curators and collaborators.

### **Our anti-racist work on recruitment and retention:**

We are a [team](#) comprising around 24 people where everyone's contribution is valued. This job description was written with the collaboration of our anti-racist recruitment and retention committee and with the advice and support of some external colleagues, including artists. We acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation

that reflects the diversity of the country around us. This can only be addressed through deep, ongoing, active anti-racist training and policy-making, which is now underway.

For recruitment, we are committed to ensuring that there is:

- At least one person of colour on the interview panel
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview.

Once in the role, any successful candidate who is a person of colour will have



access to an external coach or mentor to provide support in a majority white workplace. This support will be paid for by Artsadmin.

### **Access support**

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you'd prefer to meet one of our team or talk through these guidelines, please contact [access@artsadmin.co.uk](mailto:access@artsadmin.co.uk) or call 020 7247 5102.

### **Equal opportunities**

Artsadmin is an equal opportunities employer, and positively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age. This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

### **London Living Wage**

Artsadmin pays a minimum of London Living Wage.

### **Our Policies**

Find out more [about Artsadmin](#) and [our policies, including Accessibility and Transitioning at Work](#)

## **ABOUT THE POSITION**

Artsadmin's Artist Support programme includes free year-round Creative Support Sessions 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 currently includes:

**Creative Support Sessions:** Artsadmin's one-to-one programme is open year-round to artists and art workers working in contemporary performance practices.

Our advisory service was set up in 1998 and has since provided advice, information and guidance to over 5,000 artists. The programme was renamed in 2020 after a comprehensive strategic review, which aimed to generate non-hierarchical spaces for listening, holding creative conversations and making space to ask for help. We offer one-hour, no cost sessions in person, or by video call or phone.

The content of each session is artist-led and driven by the questions each artist brings, ranging from the practical to the conceptual. We support artists approaching big questions of career strategy, project development and creative confidence, as well as more immediate questions such as access, funding, networking and producing.

**Radars:** Radar is a series of professional development workshops that focus on a range of topics responsive to and driven by the needs of artists, and presented in a range of online and live formats. This seasonally curated programme is led by Artsadmin team members as well as invited artists and arts workers from around the world.

**Artsadmin Lab:** This residency programme offers time, space and money to support artists at the very earliest stage of research and development. This programme invites new artists as well as previously produced artists to Toynbee Studios to develop new work.

**Artsadmin AIR:** a new artist in residence programme delivered in collaboration with our neighbouring social justice charity Toynbee Hall.

**Artsadmin's weekly e-digest:** a weekly artists' resource featuring information on funding, commissions, platforms, open calls, workshops, courses, resources, jobs and opportunities, which goes out to 12,500 artists and creatives.

## **Artist Support Programme Producer**

### **JOB DESCRIPTION**

The Producer will work as part of Artsadmin's team, alongside the other Producer - Artist Development, to coordinate and programme effective support for artists and arts professionals working within the areas of live art, contemporary performance and interdisciplinary arts.

**Salary:** £28,000-30,000



**Contract:** Permanent, full-time

**Hours of work:** 40 hours per week including a paid lunch hour. 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:** 20 days plus statutory holidays and winter-break closure

**Reporting to:** Artistic Director

Responsibilities include:

**Creative Support Sessions**

- Coordinate and participate in the delivery of daily one-to-one sessions with artists and arts workers at all stages of their career and offer information and support that focus on the scope and scale of an artist's career and practice.

**Programming: Radars, Info and Training**

- Curate, programme, develop and deliver Radar talks, workshops and presentations with artists and other members of the Artsadmin 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 producing advice, 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 Support Programme Co-ordination**

- Development, coordination and co-programming of artist development schemes, such as Artadmin Lab and AIR
- Coordination and implementation of selection processes and criteria
- Advising artists on application processes and providing feedback
- Administration of programmes including annual budget drafting, tracking and financial reporting, schedules and planning
- Produce Artist Support programme events online and at Toynbee Studios in collaboration with Artsadmin's building and programming team, to include 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

### **Marketing and Publicity**

- Support the marketing and communication of Artist Support activities, liaising with Artsadmin's marketing team and writing copy for public events, Artsadmin's website, 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 Support 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 values and policies.

## **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 or interdisciplinary arts practice.
- Experience of and commitment to supporting artists in one-to-one and group settings.
- Experience developing Artist's practice, including training and/or experience in mentoring, facilitation and feedback.
- 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 proactive team player, able to effectively prioritise workload
- Knowledge of IT, particularly MS Office software.
- Numeracy and project budgeting skills.
- Experience of hosting and moderating online meeting and event spaces.
- Understanding of and commitment to equity and inclusion practices, specifically anti-racism, and the ability to work supportively within the social model of disability.

### **Desirable skills / experience**

- Knowledge and/or experience of international opportunities and support structure for artists working with contemporary performance and live art, or interdisciplinary arts practice.
- Knowledge of Artsadmin's work
- Curating and delivering programmes of arts/artist support events

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