

Freelance Artist Facilitator Information Pack 2024

Venture Arts is an award-winning visual arts organisation working with learning disabled artists of all ages. Through our studio programmes, exhibitions and collaborative projects, we remove barriers to the arts, we put artists in the lead, we champion neurodiversity and provide pathways for every individual to develop their creative identity.

Venture Arts equips people to succeed as artists, advocates, cultural workers, educators, curators and critics.

We are seeking creative freelance facilitators to support our work.



This Opportunity

Our artists and their practice is central to our work, and our team of Artist Facilitators play a vital role in supporting learning disabled artists to develop ideas, projects and artwork.

We are looking for freelance Artist Facilitators who enjoy working with people and are skilled at supporting individuals to take the lead on developing their own artwork. You will have your own visual arts practice (in any medium), a passion for the arts, and experience of working with a diverse range of people.

This role will involve joining our small pool of freelance facilitators who form an extended part of our team, working with us on time-limited projects and covering our salaried Artist Facilitators when they take annual leave or work on other projects.

If you are a people person and have strong facilitation, communication and artistic skills, this is a great opportunity to be part of a welcoming, supportive and passionate team.

Our vision is for learning disabled people to be recognised, celebrated and valued in the arts and in society. We aim to be leaders in the arts, striving for equity and supporting artists to excel.

We are:

- **Artist led** – Our artists drive everything that we do in partnership with the wider artist community.
- **Ambitious** – We are leaders in our work, fighting inequality and empowering learning disabled people to succeed as individuals in society.
- **Championing of diversity** – We actively support, respect and champion all individuals and communities.
- **A space for belonging** – We bring people together in a welcoming and supportive space.
- **Protective of our planet** – We take responsibility for actively reducing our impact on the environment and being environmentally sustainable.

Freelance Overview

Pay: £25 per hour (freelance rate – individuals will be expected to be registered as self-employed with their own Unique Tax Reference number and therefore responsible for paying their own tax and national insurance.)

Contract: This is a freelance contract with no guaranteed hours, but we will endeavour to provide a ten-week project each year in addition to ad-hock cover sessions (arranged when our salaried facilitation staff take leave).

Location: Venture Arts, Manchester or at partner venues.

Report to: Artistic Manager

Purpose: To work with learning disabled artists to support them in developing their creative practice.

Freelance Role Description

Facilitation

- To support learning disabled artists in developing their visual arts practice and their artistic and creative skills and knowledge.
- To support in the smooth running of day-to-day studio operations, helping to maintain safe, clean and supportive working environments at all times.
- To supervise and support volunteers as required.
- To deliver arts projects in partnership with other organisations, on an outreach basis.
- To plan projects and work within a set budget.
- To contribute to evaluation and feedback sessions with artists as and when required.

Events and trips

- To attend and support external visits, trips and events.
- To support in the organisation, installation and delivery of exhibitions and events.

Administration

- To undertake appropriate session planning, administration, feedback and evaluation as required.
- To liaise with the Artistic Manager to ensure materials and other expenses are purchased when required.

Communication

- To maintain effective and timely communication by phone and email with the wider team as required.

General organisational input

- To be an advocate for the organisation's artists, the organisation's work and its ambition.
- To work collaboratively and supportively as part of the extended Venture Arts team.
- To promote and implement equality, diversity, access and inclusion.
- To ensure that all activity is planned, delivered and reported according to the Venture Arts Health and Safety, Child Protection and Safeguarding policies, ensuring that concerns, disclosures and incidents are reported in-line with guidance.
- To implement risk assessments as required.

- To support the organisation in its environmental sustainability work, helping to reduce the organisation's carbon footprint and make positive change.
- To undertake training as required by the organisation.

This role description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and will be reviewed upon work being offered.

Successful applicants will be required to undergo an enhanced DBS check due to the nature of the work.

Person Specification

Essential criteria

- Have your own established visual arts practice.
- Experience of working with a diverse range of people.
- At least a years' worth of experience in facilitating creative projects.
- Experience of developing people's ideas, skills and creativity.
- An understanding of and commitment to supporting artists to take the lead in making their own work with your support.
- Experience of working on your own initiative, under pressure and to deadlines.
- Experience of undertaking basic written admin (emails, Word documents, spreadsheets).
- Excellent administrative, planning and organisational skills.
- Excellent people skills.
- Excellent communication skills, including verbal and written, with the ability to cater information as required for a variety of people and purposes.
- The ability to quickly adapt to change.
- A reliable and trustworthy approach and be used to dealing with matters of a confidential nature.
- An active desire to be an integral part of a team and you should enjoy the responsibilities of team working.
- A commitment to championing representation and inclusion at every level of the organisation with a proven ability to work with people from a wide range of backgrounds and learning and communication styles.

Desirable criteria

- Experience of working with learning disabled people.
- Experience of working for an arts organisation.

Equal Opportunity

Venture Arts is committed to promoting equality of opportunity, tackling discrimination and welcoming and valuing the diversity of the communities we serve.

Our ambition is to work to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

We welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We are particularly committed to supporting applications from individuals with backgrounds or social groups that are currently underrepresented in the creative industries – including those within South Asian communities (particularly Bangladeshi, Indian and Pakistani), African and Caribbean communities and Deaf and disabled people, as well as individuals from lower socio-economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Single Equalities Act 2010.

To Apply

- a) read the Information Pack for this post
- b) complete the application form, which can be [downloaded on our website here](#).
- c) compile a visual CV consisting of a two page file no bigger than 10MB and include any weblinks, photos, testimonials and quotes that you think best demonstrate your skills and experience.
- d) submit the application form and visual CV preferably by email to marisa@venturearts.org by the deadline listed below.
- e) complete the anonymous equal opportunities form online at <https://forms.office.com/e/PTmf6KHqSY>

If you have enquiries, require access support, or if you would like to make an application in a different format, please get in touch with Marisa Draper at marisa@venturearts.org or 0161 232 1223 and we will support where possible.

During shortlisting, the panel will make selections based on how you match the person specification alongside what qualities, skills and experience you may bring to the role.

As part of our commitment to being a Disability Confident employer, all disabled applicants who meet the essential criteria for a vacancy will be interviewed.

To be considered, applicants will need to declare that they have a disability on their application form.

If you are shortlisted for interview, we will share the interview questions with you in advance and ask if you have any access needs for us to support you with. You will be required to undertake a trial facilitation shift if you are shortlisted. Information on this will be shared with you in advance.

Application Deadline and Interview Dates

Deadline for applications: 10am on Monday 20 May 2024 – late applications will not be considered.

Interviews and trial workshops to be held: 3, 4 and 5 July 2024

