
Essential information

- Advertised from: Friday 1st October 2021
- Closing date: Monday 18th October 2021 (09:00am)
- Interview date: Monday 25th October 2021
- Terms:
 - 32 hours per week over 7 days
 - £24k - £26k dependent upon experience - prorated to 0.8
 - Contract initially to April 2022 with option of a 12-month extension

About 'a space' arts - www.aspacearts.org.uk

Since our inception in 2000 we have come a long way. Established as an organisation 'by artists for artists' we retain an enterprising approach to developing a portfolio of projects that achieve our aims of supporting visual artists and inspiring audiences. Since our first gallery, a converted Victorian shop unit on Old Northam Road, we have since grown incrementally and strategically across multiple projects, culturally reanimating several buildings in the city, becoming a registered charity and an Arts Council England (ACE) National Portfolio Organisation (NPO).

Context to the role - www.aspacearts.org.uk/artist-development

Artist development is the golden thread that has run through our work from inception to the present day and in 2019 we launched a multi-strand Artist Development Plan with the support of ACE NPO funding. This work has grown over the last three years and we have recently completed an evaluation of our artist development work to assist us assess achievements, areas where we can improve and to consider how future artist development activities can be shaped. We are now looking for an individual to continue key areas of the existing Artist Development Plan and support the organisation through a period of planning for the next stages of this work.

The role will form part of a central creative team and work alongside colleagues with responsibilities for programming and studio artists in a small and supportive team.

Role description

Overview:

- Job title: Artist Development Officer
- Hours: 32 hours per week over 7 days - equivalent to 0.8 of a 40 hour FT week
- Salary: Officer grade £24k - £26k dependent upon experience - prorated to 0.8
- Contract period: Initially to April 2022 with 12-month extension option
- Location: Centrally based in Southampton at Tower House, SO14 2NY, with flexible and home working options
- Reporting to: Director and working as part of the Creative Programming Team

Role summary

A skilled and competent individual is required to work as part of the creative programme team and deliver a role focused on artist development for the organisation 'a space' arts. The role will lead on delivering artist development activities to support Southampton based visual artists.

This role will support a crucial part of the organisations overall artist development offer whilst also supporting colleagues to deliver an exhibitions and events programme along with artist studio provision.

This role is an integral part of a team approach to delivering artist development initiatives along with wider organisational objectives.

Main roles and responsibilities:

The post-holder will take the lead in delivering activities across a range of bespoke artist development initiatives consisting of, but not limited to, the following areas (a final programme of work will be agreed with the post-holder).

One-to-Ones

- To provide support for individual visual artists and organisations (as requested) through offering regular one-to-one sessions that offer advice and guidance on funding applications*, exhibition proposals and career development opportunities along with responding to visual artists requests.

Artist Resource Handbook

- To regularly update a central Artist Resource Handbook with advice and guidance on a range of career development opportunities for visual artists, including but not limited too exhibitions, residencies and sources of funding or employment.

Funding Workshops

- To organise and deliver group sessions on subjects across the funding spectrum and to design sessions with external experts to deliver practical workshops and advice for attendees.

Peer-to-Peer Networks

- To support the development of existing Peer-to-Peer Networks along with creating new networks for visual visual artists with linked interests to establish peer groups and platforms.

Artist Voices

- To create a forum for external visual artists to offer experiences and advice on subjects linked to artist development and to deliver this through panel discussions, recorded interviews or an alternative agreed format.

To support these activities the post-holder will:

- Be the first point of contact for visual artists contacting the organisation when looking for support and to looking to book artists development activities.
- Effectively administrate all artist development activities and ensure artist agreements are in place ahead of activities commencing to give clarity for the visual artists, and the organisation, of projects timescales, payments and evaluation criteria.
- Work within the agreed artist development budget and to effectively record payments, monitor budgets and accurately report project spending to colleagues as required.
- Monitor and evaluate the impact of artist development activities through capturing quantitative and qualitative data from participating visual artists, using feedback questionnaires and surveys, and to periodically present findings in visual and written formats.

Additional responsibilities:

- To support colleagues in the creative programme team to deliver exhibitions at the organisations venues across RIPE, in Old Northam Road, and at God's House Tower through participating in planning meetings and working with visual artists.
- To support colleagues in the creative programme team working with visual artists at our studio projects the Arches and Tower House to deliver activities including Testing Space and Open Studios through participating in planning meetings and working with visual artists.
- To work with colleagues and integrate artist development activities within the organisations wider programme of exhibitions and events and to create intersectionality with visual artists, venues and artist development projects.

Development responsibilities:

- To assist the director in building and establishing new networks with complementary artist development organisations outside of the region and to scope opportunities for Southampton based visual artists to gain new experiences and develop profile.
- To represent the organisation at sector wide artist development events, to advocate the organisations work and to bring back best practice from sector colleagues to the organisation.

Organisational responsibilities:

- To assist in delivering the organisations anti-racism action plan with a specific focus of working with visual artists from currently under-represented communities and support the organisations drive to increase levels of representation across the city's visual arts community
- To work with colleagues and create new artist development activities that meet organisational principles of removing barriers for visual artists and enabling visual artists from all backgrounds to equally participate and benefit.

- To professionally represent the organisation at external events and provide advocacy as required.
- To work within the organisations policies and to help engender a supportive and progressive culture within the organisation.
- To support all colleagues including the director and trustees and to take on any reasonable requests.

Experience, skills and abilities – Essential (E) / Desirable (D)

Experience:

- Experience of working to support visual artists and their development, ideally in the visual arts, or the ability to demonstrate transferable skills from an alternative cultural sector (E)
- Experience of arts funding* and supporting visual artists to develop and submit funding applications with the experience of celebrating success and supporting disappointment (E)
- Experience of the challenges visual artists face and practical experience of how these can be negotiated, or the ability to generate ideas that assist artists to progress (D)
- Experience in successfully engage with visual artists and delivering group events along with an ability to successfully engage the public with the artistic activities (E)
- Experience of working in the arts and / or charitable sector (D)
- Experience of working as part of a small and busy team (D)

Skills:

- Organisational skills to co-ordinate and facilitate meetings, events and group activities (E)
- IT skills across a range of programmes including word and excel (or equivalents) (E)
- Communication skills and the ability to lead individual or group conversations (E)
- Familiarity with Mac operating systems (D)

Abilities:

- Ability to source, collate and effectively communicate a range of opportunities that can assist visual artists to further their careers (D)
- Ability to self-manage time effectively and prioritise workloads along with manage directed work plans to meet deadlines (E)
- Ability to engage, work and effectively communicate with colleagues in a consistent, clear and coherent manner (E)
- Ability to work proactively as a member of a small and busy team (E)
- The ability to be self-motivated, methodical and flexible in equal measure (E)

- The ability to celebrate success and cope with frustrations in equal measure (E)
- Ability to secure best value for money with limited funds (D)

Duration

An initial short-term contract to April 22 is offered to align with core staff contracts, however upon completion of a successful 3-month probation period a 12-month contract from April 2022 is available.

Well-being

The well-being of our staff is of the utmost importance to us and we offer personal well-being days to all members of the team in addition to statutory leave. For employees contracted to work more than 24 hours per week we offer 1 personal well-being day every six-weeks, for employees contracted to work 24 hours per week (0.6) or less we offer 1 day every quarter (3-months). Days must be booked at least 2 weeks in advance and agreed by your line manager.

Creative Case for Diversity

All team members have a responsibility to play their role in delivering the organisation's Creative Case for Diversity work both internally by engaging with training and development initiatives and externally by appropriately representing the organisation at all times.

Working structure

Role are set at 32 hours per week over 7 days with the structure of hours mutually agreed with your line manager and based on the needs of the organisation. Time off in lieu will be honoured for any evening and weekend hours that may be required.

Line management and training

The role will be line managed by the director with one-to-one meetings every 6-8 weeks and we will offer you all a personal development plan. Through this we will aim to develop your skills and experiences by offering training opportunities appropriate to your role and level of experience.

Engagement

All members of the team will play an important role in maintaining good working cultures and practices at the organisation with all staff making an ongoing positive contribution to sustain good new working practices.

**The majority of One-to-One meetings with visual artists regarding funding applications will be about Arts Council England funding, either Project Grant or DYCP applications, and therefore the ideal candidate will have experience of these funding streams.*

How to apply

We work with Southampton City Council to administer recruitment and you will need to apply through the SCC portal.

When applying please make sure you:

- Complete the application form
- Include an up to date CV
- Include a covering letter outlining why you are suitable for the role and how you would approach delivering it in the first three months.
- Travel expenses to attend interviews will be reimbursed.