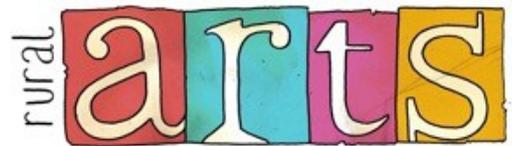


**Recruitment information pack  
Community Arts Practitioner**

**February 2019**



Thank you for your interest in joining Rural Arts as **Community Arts Programme Manager**.

To apply, please complete an application form and send it to [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org) or

Recruitment  
Rural Arts  
4 Westgate  
Thirsk  
YO7 1QS

by **noon on Monday 25<sup>th</sup> March 2019**.

We hope that this information pack includes all the information you need regarding the role.

If you have any questions, or require this information in a different format, contact Angela Holt (Operations Manager) on 01845 526 536 / [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org)

Rural Arts



At [Rural Arts](#), our mission is exactly what it says on the tin: to bring arts of all kinds to rural communities.

We take [participatory arts activities](#) and [professional performance](#) to schools, village halls and community settings across 3,000 square miles of rural North Yorkshire.

At [The Courthouse](#), our Grade II listed arts centre in Thirsk, we host a bi-annual programme of performance,

exhibitions and workshops, as well as an award-winning café, artisan shop and rooms for hire.

Rural Arts was established in 1992 and is a member of Arts Council England's National Portfolio. Thirsk is a 15-minute train journey from York, and Rural Arts is a short walk/cycle from the train station.

## **Recruitment information pack Community Arts Practitioner**

**February 2019**

### Community Arts Programme Manager – Job Description

- Responsible to: Chief Executive Officer
- Responsible for: Community Arts Practitioner, freelance artists, volunteers

### Scope

To develop and manage Rural Arts' outreach projects, as well as the programme adult arts workshops and exhibitions at The Courthouse in Thirsk.

### Responsibilities

#### Project Management and Development (70%)

- Providing project management to Rural Arts' community programmes, which currently include:
  - An intergenerational art café project across eight communities
  - A new county-wide project for young people with learning disabilities
  - An annual adult community learning programme
  - A project that uses the arts to engage those furthest away from training and employment
- Developing new outreach projects for Rural Arts, including
  - Identifying potential funders
  - Devising project plans, delivery schedules, budgets etc.
  - Responding to incoming enquiries for outreach work in schools, village halls, community settings etc. by developing proposals and budgets
- Managing freelance artists, volunteers and the Community Arts Practitioner, which involves
  - Sourcing and contracting artists, setting levels of payment and receiving invoices
  - Developing and maintaining volunteer support at workshops
  - Providing support and guidance to the Community Arts Practitioner
- Managing community partners, stakeholders and clients, which involves
  - Contracting partners/clients
  - Negotiating fees and raising invoices
  - Creating risk assessments
- Managing reporting, monitoring and evaluation for all projects
- Ensuring cost efficiency and income generation by creating and working within project budgets
- Representing Rural Arts at partnership meetings with local authorities, voluntary sector, other arts organisations etc.

#### Programming (30%)

## Recruitment information pack Community Arts Practitioner

February 2019

- Programming Rural Arts' bi-annual selection of paid-for visual and other arts workshops for adults, which includes
  - Sourcing and contracting artists, settling levels of payment and receiving invoices
  - Collating copy and images for the Marketing Coordinator
- Programming and curating exhibitions for spaces around The Courthouse, which involves
  - Developing relationships with artists, organising delivery, installation and return of work
  - Working with the Marketing Coordinator to develop marketing strategies and materials for exhibitions
  - Delivering to objectives outlined in Rural Arts' business plan

### Other

The following commitments are required of all Rural Arts' staff:

- Adhering to Rural Arts' policies and procedures
- Working collaboratively and supporting other staff in their areas of work when required
- Working evening and weekends from time to time as required (Time Off in Lieu will be given)
- Any other duties that may from time be required by the Director or Board of Trustees.

### Person Specification

We are looking for a talented visual artist with a passion for community arts practise and an ability to coordinate independent projects.

The following criteria are **essential** for the role:

- A developed knowledge of visual arts
- Experience programming adult art activities
- Experience curating exhibitions
- Exceptional project management skills
- Proven experience working within budgets, ensuring financial viability and generating income
- Experience working with freelance artists, funders and a range of community stakeholders
- Strong administrative, communication and interpersonal skills

The following criteria are **preferable** for the role:

## Recruitment information pack Community Arts Practitioner

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- Training or qualification in teaching or workshop delivery (e.g. PTTLs, Award in Education and Training etc.)
- Full, valid UK driving license and access to own transport
- Experience of line management

### Terms of Employment

**Salary:** £25,000 per annum, pro-rata.

**Hours:** 22.5 hours per week. Occasional evening and weekend work may be required.

**Employment type:** Fixed term 12-month contract.

**Annual Leave:** 24 days (pro-rata) per year, three of which must be between Christmas and New Year. This increases after two years of service, and is not inclusive of Bank Holidays (8 days per year, pro rata)

**Mileage Allowance:** 45p per mile for work travel (not including travel to and from your workplace for the day).

**Staff discount:** 25% off in our artisan shop and award-winning café, free tickets to performances and workshops when available

**Training and development:** Annual training budget plus the opportunity to pursue a fully funded Level 3 apprenticeship in Community Arts Management.

### Application process

To apply, please complete an application form and send it to [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org) or Recruitment, Rural Arts, 4 Westgate, Thirsk YO7 1QS

Applicants are encouraged to complete an Equal Opportunities Monitoring Form, which can be downloaded from our website.

**Deadline: noon on Monday 25<sup>th</sup> March 2019.**

**Interviews: Friday 29<sup>th</sup> March 2019** at Rural Arts (YO7 1QS).

### Equal Opportunities

Rural Arts strives to be an Equal Opportunities employer and to encourage applications for work from all sections of the community.

### Accessibility

If you require this information in an alternative format, please call 0845 526 536 or email [angelaholt@ruralarts.org](mailto:angelaholt@ruralarts.org)