

Recruitment information pack

Community Arts Practitioner

February 2019



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

To apply, please complete an application form and send it to angelaholt@ruralarts.org or

Recruitment
Rural Arts
4 Westgate
Thirsk
YO7 1QS

by **noon on Monday 25th 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

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.

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Community Arts Practitioner– Job Description

- Responsible to: Community Arts Programme Manager
- Responsible for: Freelance artists, volunteers

Scope

To devise and deliver a wide range of visual arts activities in community settings, manage Rural Arts' studio and assist the Community Programme Manager in effective project management.

Responsibilities

Artistic Design and Delivery (60%)

- Devising and delivering
 - A bi-weekly art club for children and young people
 - Half-term activities and one-off events for adults (e.g. Hey Clay)
 - Introductory 'Taste of...' visual arts workshops for adults
 - Participatory arts workshops for a range of audiences, including older, younger and vulnerable people

Studio Management (15%)

- Managing and monitoring Rural Arts' studio, its users, resources, materials and equipment
- Loading, firing and unloading Rural Arts' kiln (training will be provided)
- Ensuring the safety, cleanliness and effective use of workshop spaces

Project Administration (15%)

- Leading on Arts Award delivery for the organisation, promoting and embedding the qualifications framework where possible into the children and young people's artistic programme
- Managing and maintaining communication with participants and their support networks as required
- Managing any co-tutors and freelance artists as required
- Developing volunteer opportunities for young people
- Monitoring and maintaining financial viability of paid-for programmes
- Contributing to monitoring and project evaluation
- Developing and maintaining excellent working relationships with artists, participants, stakeholders and partners.
- Working within allocated budgets, resources and timescales.

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- Any other day-to-day administrative duties as required by the Programme Manager

Marketing (10%)

- Producing copy and images for Rural Arts' website and printed programmes
- Supporting the Marketing Coordinator with the uploading and maintenance of relevant sections of the Rural Arts' website

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)

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 range of skills and techniques in differing visual art forms (degree or experience-based equivalent)
- Experience delivering arts workshops in community settings with a range of audiences, including vulnerable groups
- Experience working with children and young people
- Strong administrative, communication and interpersonal skills

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

- Training or qualification in teaching or workshop delivery (e.g. PTTLS, Award in Education and Training etc.)
- Experience of Arts Award delivery
- Full, valid UK driving license and access to own transport
- Previous professional experience coordinating projects
- Previous experience of managing a large range of art supplies, resources and equipment

This post will be subject to an Enhanced DBS check.

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Terms of Employment

Salary: £18,000 per annum, pro-rata.

Hours: 30 hours per week. Occasional evening and weekend work will 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: Award in Education and Training and Arts Award training provided if required. There is also 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 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 25th March 2019.

Interviews: Friday 29th 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