



APPLICATION PACK

ASSOCIATE ARTIST
(LEARNING PROGRAMME)

(May 2019)



Thank you for requesting an information pack on our current vacancy here at NAE. I hope after reading through the pack you feel that you would like to proceed with submitting an application.

New Art Exchange (NAE) has a mission to stimulate new perspectives on the value of diversity in art and society.

Our philosophy here at NAE is to think and deliver the 'New' - from championing unheard voices and talents, to instigating new enterprises, ideas, creative solutions and collaborations on both a local and global scale.

NAE aims to position itself so it is proactive in instigating and creating new markets and opportunities for creative enterprises, cultural entrepreneurs, artists, audiences and communities.

Join us to create a better place...

Skinder Hundal
Chief Executive



ASSOCIATE ARTISTS (LEARNING PROGRAMME)
£220 per day

New Art Exchange (NAE) is a leading contemporary arts space in the heart of inner city Nottingham that celebrates the region's cultural richness and diversity. We present an ever-changing programme of art exhibitions and a vibrant public programme of events along with strategic project work focussed on audience development, community engagement and talent development. We are now seeking to establish a small team of Associate Artists to work with the Learning Producer to develop our programmes with schools and related service providers to increase young peoples' access to NAE's exhibitions and to enrich the cultural learning opportunity locally and within the region.

Each Associate Artist will be passionate about contemporary art, recognising the opportunity it creates in unlocking histories and stimulating important socio-political issues facing society today. Culturally aware with a good understanding of the issues affecting BAME communities, you will have a breadth of experience in translating complex artistic ideas into inspiring workshop experiences for children and young people across abilities. You will be a true believer that arts and culture make an invaluable contribution to the education and development of young people. As an excellent communicator you will create transformative experiences for young people by adopting highly creative approaches to learning.

NAE recently announced a significant uplift to our core Arts Council funding, helping to establish the organisation as the leading venue in the UK for culturally diverse arts. The Associate Artists will therefore join the organisation at an exciting time, helping to expand and deepen the value of our work across audiences.

Application Process

To apply, complete the application form. For an application pack and form please visit: <http://www.nae.org.uk/page/jobs/26> or 0115 924 8630, recruitment@nae.org.uk

Application deadline: Thursday 13 June 2019 (midnight). Applicants shortlisted for interview will be notified promptly, and **interviews will take place at NAE on Wednesday 26 June 2019**

For an informal conversation regarding the post, please contact Ruth Lewis-Jones (ruth@nae.org.uk, 0115 9248630)

www.nae.org.uk

INTRODUCTION

New Art Exchange 'Culturally Diverse Arts for All'

New Art Exchange (NAE) is a contemporary arts space in Nottingham that celebrates the region's cultural richness and diversity. It is the largest gallery in the UK dedicated to culturally diverse contemporary visual arts. We present an ever-changing programme of art exhibitions and a vibrant public programme of events along with strategic project work focussed on audience development, engagement and talent development. Beyond this activity NAE delivers a range of national and international activity with a focus on knowledge exchange, touring and the development of artists and creative entrepreneurs. For more information see www.nae.org.uk

Audience Development, Community Engagement and Learning

NAE works across audiences but we have a distinct focus on diversifying audiences for the arts and supporting those communities that are defined by the Arts Council as “hard to reach” or “easy to ignore”. Our core priorities are BAME audiences and local people, families, young people and increasingly, disabled audiences. When we use the term Community, we mean the community of people living and working within NAE’s local area with a priority on ethnically and culturally diverse groups. In addition, we also seek to support others that may have experienced marginalisation, alienation or prejudice in relation to their faith, sexuality, gender, disability, or class etc.

We have a range of existing posts dedicated to audience development, community engagement and learning. The Curators develop exhibitions with diverse audiences in mind, deploying audience participation strategies within the exhibition themselves where possible. The Talent Development Producer (PT) leads long term Young People’s initiatives that occur mainly outside of school hours, such as YARD Theatre and the Active Art Forum. The Learning Producer (FT) is specifically developing our activity with schools and other educational providers, focussing on visits to the venue and creative learning in schools. The Public Programme Producer (FT) designs and delivers a range of events from gallery tours and symposiums, to holiday clubs and cultural festival days, to connect a range of audiences with NAE. The posts of Community Projects Producer (PT) and Community Link Officer (PT) joined this team in 2019 to expand and deepen the impact of our existing work with BAME communities.

Learning

NAE’s NPO funding uplift has enabled the organisation to appoint a Learning specialist and to develop a distinct learning/schools programme for the first time since we opened in 2008. Beyond creating a dynamic opportunity to engage with contemporary art, given NAE’s distinct purpose, our learning/schools programme will explore the histories and current experiences of ethnically diverse and minority communities, developing NAE as a destination for cultural and creative learning and social well-being.

The Learning Producer will be supported by a provision for Associate Artists. Taking a creative approach to what gallery education can be and who it can engage, the objective of NAE’s new learning programme is to unlock the rich learning opportunity within our exhibitions, to increase attendance to the NAE building through a visits programme, to develop new culturally diverse audiences for NAE and to develop new talent. Additional aims of the programme are to raise our profile and develop excellent working relationships within the educational sector with a specific focus on enriching the creative and cultural learning opportunity within our local schools and supporting their delivery of Arts Award and Artsmark.

JOB DESCRIPTION

<u>POST TITLE:</u>	Associate Artist
<u>CONDITIONS:</u>	12-13 month, fixed term freelance contract July 2019 – July 2020
<u>HOURS/DAYS:</u>	10 half days practical delivery annually 4 days planning and training annually. Additional days may be available depending on demand for the programme.
<u>FEE:</u>	£220 a full day (for 2 x 2 hour workshops in one day) £110 for half day (1 x 2 hour workshop in one day)
<u>RESPONSIBLE TO:</u>	Learning Producer
<u>SERVICE AREA:</u>	Creative Programme
<u>DATE:</u>	April 2019
<u>PURPOSE OF JOB:</u>	To assist in the design and delivery of a high quality and creative learning programme at NAE for Nottinghamshire's primary and secondary schools, colleges and other educational providers, with a focus on NAE's local neighbourhood.

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES:

The Associate Artist roles are freelance positions for experienced visual arts practitioners with a special interest in gallery education. One year contracts (from July 2019 to July 2020) will be offered to three artists with a wide range of visual arts and design skills. They will be expected to work closely together and with the Learning Producer to plan learning content (with a focus on gallery based activity and creative workshops) and to expand the learning programme for schools, FE and HE centres as well as Alternative Provision education. The number of days is subject to demand from schools & other groups and although anticipated to be about 10 half days of delivery per artist annually, it is hoped that demand will result in additional sessions which will then be paid at the same rate. There are a further 4 full days annually for planning and training.

The Associate Artists will have a highly creative approach to gallery education, working to develop innovative practice to ensure that young people of all abilities and disabilities are able to fully engage with exhibitions to enrich their lives and their learning. The successful applicants will be committed to the safety and welfare of the children in the programme, as well as being highly competent practitioners in their discipline. The successful post holders will be enthusiastic, creative individuals with excellent communication skills and experience of gallery education who will work with the team to maximise the potential of the exhibition programme.

Responsibilities:

1. To devise, plan and deliver an effective and flexible gallery education programme for schools and other educational providers within agreed budgets and time frames
2. To work closely with the Learning Producer and other staff from NAE, to contribute to the development of the learning programme at NAE.
3. To monitor and evaluate the success of the programme with the participants, and in partnership with the Learning Producer.
4. To help keep the facilities at NAE in a clean and tidy condition
5. To maintain NAE health and safety principles
6. To ensure that the NAE safe-guarding principles are upheld
7. To assist the Learning Producer with the development of Arts Award amongst school students

8. To contribute to CPD events for teachers such as INSETs and other gallery-based training events
9. To support the Learning Producer in the administration of the Schools Learning programme with a key focus on participant communications, data capture and data entry, and evaluation processes.
10. To assist in the supervision of participants during organised visits/trips off-site
11. To attend creative planning meetings and undertake some research into NAE exhibitions and other artist activity

PERSON SPECIFICATION

New Art Exchange is looking for three freelance practitioners with a range of abilities in the visual arts, excellent communication skills, with a creative approach to and previous experience of gallery education:

QUALIFICATIONS

1. Educated to degree level (Essential)
2. Further or Higher education qualification in contemporary art or design related subject (Desirable)
3. Arts Award qualified (Desirable)

EXPERIENCE

4. Demonstrable experience of delivering workshops within the setting of galleries, museums or the cultural sector (Essential)
5. A minimum of 3 years' experience of designing, delivering and evaluating learning activities for schools and other educational providers in the context of galleries or the cultural sector (Essential)
6. Experience of supporting a school to achieve Artsmark status and experience of delivering Arts Award across the qualification levels (Desirable)
7. Demonstrable experience of working as part of a team of a team (Essential)

KNOWLEDGE

8. Excellent knowledge of contemporary art practice (Essential)
9. Knowledge of the national curriculum Key Stages 1-4 and the working styles of other types of schools and cultural education providers i.e. Referral units, nurture groups, faith and free schools (Desirable)
10. An understanding of the political, historical, economic, social and cultural forces affecting minority communities (Essential)
11. Knowledge of safe-guarding, child protection, health and safety policies and creating risk assessments (Essential)

SKILLS

12. Excellent communication skills with children and young people under 25 (Essential)
13. Highly skilled in delivering practical workshops and activities, and an ability to adapt working style for diverse people and groups (Essential)
14. Language skills in Polish, Urdu, Punjabi, Arabic and/or Kurdish (Desirable)

ATTITUDE

15. Willingness to work occasional evenings and weekends (Essential)
16. Commitment to equality and access and ability to promote it while working for NAE (Essential)

NB: The above specification defines the minimum essential requirements of the job, but New Art Exchange will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. It may be necessary to use additional criteria at the shortlisting stage.

TERMS AND CONDITIONS

Fee

The fee is £220 per day (or £110 per half day) and is paid on receipt of an invoice.

Contract terms

This contract is based on a fixed term (12-months) duration and the contract holder will be engaged on a freelance basis. The contract holder will not be entitled to paid leave entitlement and also does not qualify to be opted into the company's statutory pension scheme.

All tax and self-assessment requirements will be the responsibility of the contract holder.

Hours/Days of work:

Approximately 10 half days of delivery, with 4 full days for planning/ training. Additional delivery days may be offered, depending on demand from schools and other educational organisations.

Planning and delivery will typically be on week days, although some weekend and evening sessions may be required

Location:

Most workshops will take place in galleries and studios at New Art Exchange, but some may be located in local schools and other locations.

NB Confirmation of contract offer will only be made on presentation of a DBS Check (Disclosure and Barring Service) and public liability insurance.

Equal opportunities

NAE is committed to equality of opportunity for all and to taking positive action where appropriate and practicable to promote such equality of opportunity and, where necessary, to institute measures to combat disproportionate under representation of minority groups within the organisation's composition and/or activities. NAE will monitor recruitment, employment and promotion, associations and partnerships, advertising, audiences, productions and other activities where practicable.

NAE intends to ensure that equality of opportunity is afforded to all employees. No job applicant or employee will be discriminated or disadvantaged in securing and retaining employment, training or promotion in their employment or in the provisions of services on the grounds of age, appearance, caring responsibilities, caste, class, gender, HIV status, immigration status, long term illness, marital status, physical or mental ability, political beliefs, religion, race/ethnicity/nationality, sex orientation, trade union activity or unrelated criminal conviction.

We will endeavour to install and maintain a neutral working environment where no employee feels under threat or intimidated. Breaches of the policy will lead to a disciplinary investigation and possible disciplinary action.