

Role: Art Assembly Producer

Deadline for Applications: 12noon Friday 3 September 2021

Interviews: Monday 20 September 2021

Fixed fee, freelance: £10,000 (inclusive of all taxes and expenses)

Based on an estimation of: 50days work depending on experience

Role begins: as soon after appointment is confirmed

Role expected to complete: August 2022

The Art Assembly Producer

A Manchester collective of gallery, museum and education partners (Castlefield Gallery, Home, Manchester Art Gallery, the Whitworth and The Manchester College, Shena Simon Campus) are working with the Art Fund to realise Art Assembly, in Manchester, during the summer of 2022.

We are looking for someone to join the partnership team as a freelance Art Assembly Producer. You will work with and support the partners to imagine, and deliver, a series of exciting new co-commissions, alongside a discussion and live programme, all to be presented at the Art Assembly one-day festival.

Purpose of role

Working closely with the partners and wider collaborators, The Art Assembly Producer will manage and produce the delivery of a series of co-commissions. Working with the partners the role will also support the development of the Art Assembly discussion and live programme. You will support and contribute to the work of the programme team.

Core to the role will be working collaboratively with the Art Assembly Communications Consultant and Evaluator. Effective promotion of Art Assembly and measuring the impact of the programme will be vital to the success of the one-day festival.

We are looking for someone with a genuine interest in contemporary visual art, and enthusiasm for lifelong learning and education. You will need to be committed to working with and

developing people. You will be a confident, engaging and effective communicator in all forms of communication. You will be able to work to budget and to competing deadlines whilst collaborating with multiple artists, communities of learners, partners and collaborators from across different sectors.

About Art Assembly

A one-day festival, Art Assembly will take place across multiple sites in Manchester City Centre in June 2022. Art Assembly first took place in Walthamstow, London, in 2019. More details about this can be found **here (www.artfund.org/pages/assembly)**

The opening provocation for the event in Manchester will explore 'The City as an Art School'. The day will coalesce around a series of co-produced commissions that bring artists and learning groups together, alongside a live programme, discussions and debates.

The programme will explore the application of creative learning outside the classroom or institution, asking where does learning actually happen, what might education actually look like? The 2022 Art Assembly will position the city as hub for lifelong learning and champion the role of art and creativity in understanding the world. The event will showcase Manchester as a place of cultural production, exchange and learning, aligning with Manchester City Council's *Year of the Creative Child* in 2022, using the opportunity to campaign for children and young people to have agency in their education.

Involving a diversity of voices in the processes of cultural production, strengthening routes of engagement and participation, with particular reference to MADE (Manchester's Local Cultural Education Partnership), will be key to Art Assembly 2022. The project will raise the profile of arts and culture in Manchester and champion youth voice, by bringing together artists, schools, colleges, universities, and communities with many of the city's public visual arts organisations. The incorporation of democratic principles into the process of developing and delivering the 2022 Art Assembly will be central. Joint decision making, genuine co-authorship and production between artists, learning communities and the organisers will be key.

Art Assembly Producer

Responsibilities

- Provide coordination and producer support for Art Assembly in Manchester to ensure the effective management, planning, and delivery of an inspiring programme that has impact
- Support the work of and contribute to the Art Assembly partnership team, including the development of the Art Assembly discussion, live programme, and the overall event plan
- Be the main point of contact for Art Assembly partners, collaborators and artists, working closely with all, and communities of learners, to lead the management, production and delivery of a series of Art Assembly co-commissions and the overall programme
- Oversee and support the development of the commission series with learning and education sector partners and collaborators - in particular ensure the co-commissions are driven by individual and groups of learner communities working with the to be appointed artists
- Be responsible for the recruitment, contracting, induction and training for appointed co-commission artists
- Broker, maintain, support and troubleshoot all partnerships and collaborations to successfully develop and deliver Art Assembly in Manchester
- Administer and monitor specific budgets, contributing to overall budget management and reporting
- Work efficiently to enhance existing resources, and within budget
- Feed into, support and collaborate with the Art Assembly Communications Consultant and Evaluator to ensure effective and timely, dynamic promotion, documentation and evaluation
- Day to day, work to and regularly update the partnership team on progress, and attend regular programme and production meetings

General Responsibilities:

- Work to deliver the overall aims of Art Assembly in Manchester, and specific targets not limited to but including audience and participation, communication and evaluation
- Work with a strong commitment to the principles of Equality, Diversity and Inclusion, as well as environmental sustainability

- Ensure strong monitoring and record keeping, to contribute to and support high-level reporting and evaluation as required
- Maintain high standards in publicly representing Art Assembly and the partners in all forms of communication, and in liaising with constituents of the project and key stakeholders
- Work flexibly as a key contributor to Art Assembly in Manchester
- Be familiar with and comply to relevant policies and procedures, especially regarding partner and collaborator venues and delivery sites. Where relevant, support others to do the same. Not exclusive to but including Health and Safety, Child Protection, Equality, Diversity and Inclusion, GDPR
- Deliver overall robust planning, scheduling and risk assessment as applicable to activity and location

Person specification:

Knowledge and skills

- Strong knowledge and understanding of the visual arts sector, especially that of Manchester and Greater Manchester
- Excellent producing and project management skills to develop successful and highquality art commissions and events, including when working across multiple partners and balancing the needs and priorities of multiple stakeholders
- Solution focused, working with a can-do-attitude, including when under pressure and managing competing demands
- Excellent communication skills - confident, effective and considerate communicator, able to broker, maintain and grow relationships with a range of people in all forms of communication
- A good knowledge and understanding of audience development and communications
- A good knowledge of evaluation, including skills to action evaluation frameworks and reporting
- A good level of financial skills, including budget administration, monitoring and reporting
- Excellent administrative and digital skills, with strong attention to detail including knowledge of contracting, planning, reporting, delivery of key aspects of health and safety, including risk assessment
- Competent across IT and software, including strong working knowledge of Microsoft Office

Experience and interests

- Preferable to have experience of working with or in a learning environment as well as the cultural sector, in particular producing across all aspects of delivering commissions and events
- Strong interest in learning, education and co-developed and produced contemporary visual art
- Interested in innovating, being imaginative and adopting creative collaborative approaches
- Active commitment to the principles of equality of opportunity and access, as well as environmental sustainability
- Experience of working and supporting others to work in line with a range of policies, not exclusive to but including Health and Safety, Child Protection, Equality, Diversity and Inclusion, GDPR

Terms and Conditions:

Fixed fee freelance: £10,000

(Inclusive of all taxes and expenses, unless demonstrated by prior written agreement. The successful candidate must be able to evidence appropriate insurance – specifically public liability. The successful candidate will have ad hoc access to desk, facilities and meeting space when required, and as available across the partner venues, however they will need to operate their own home / office set-up)

Based on an estimation of: 50days work

Role begins: as soon after appointment is confirmed in September 2021, subject to satisfactory references

Role expected to complete: August 2022

Base: to be based in Manchester, or within commutable distance to Manchester with reliable access to transport

Hours: to be determined by the appointed candidate in discussion with the Art Assembly partnership team and the Castlefield Gallery Director and Artistic Director. The role will demand flexibility and occasional evening and weekend work

Contract and fee management: Castlefield Gallery on behalf of the Art Assembly partners. The fee will be paid in four installments including one final payment at end of the project and contract completion

How to apply

Please submit either a written or video/audio file application statement

Applications statements should cover:

- 1) A statement that outlines why you have applied. Your statement should be clear in covering how you meet the person specification, what qualities and experience you will bring to the role if appointed, and how you will deliver the role as outlined in the description of responsibilities

We will also need you to submit a written:

- 2) Current CV that includes your personal information, your employment history (including dates, duties, reasons for leaving) and the names and contact details of at least two referees, one of whom should be your current or most recent employer or equivalent

Please let us know if you have any access requirements that we can help you with during the application process. To get in touch with us you can email recruitment@castlefieldgallery.co.uk or telephone 0161 832 8034 Tuesday – Sunday between 10am – 6pm.

If you cannot reach us by phone please leave us a voicemail stating the nature of your call, your full name and clearly state your phone number so we can call you back. We will endeavor to call you back within 48hours.

Once complete, please send your application to recruitment@castlefieldgallery.co.uk

Or send your application by post to Recruitment, Castlefield Gallery, 2 Hewitt Street, Manchester M15 4GB, U.K.

Please ensure you use the subject when either emailing or submitting your application by post:

Art Assembly Producer

We also kindly request applicants complete an Equality Monitoring Form which is anonymised and can be completed via this link [Castlefield Gallery Diversity Monitoring \(google.com\)](#)

Deadline for Applications: 12noon Friday 3 September

(late applications will not be considered)

Interviews: Monday 20 September

Interviews will take place at Castlefield Gallery, 2 Hewitt Street, Manchester, M19 1TF and/or via video conference.

Shortlisting and appointment

The position will be shortlisted, interviewed for and appointed by representatives of the Art Assembly partnership team. If we have not contacted you by 12noon on Thursday 16 September 2021, we thank you for your application but we are sorry you have not been selected for interview on this occasion. Unfortunately, due to the likely volume of applications we are unable to provide feedback to applicants that do not progress to interview stage.

Equal Opportunities

Castlefield Gallery is an Equal Opportunity Employer and will not accept unfair discrimination or less favourable treatment on the grounds of race, sex, gender, sexual orientation, age, religion or belief, disability, marriage and civil partnership, gender re-assignment, pregnancy and maternity or trade union activity. Castlefield Gallery's Equality Policy is underpinned by the Equality Act (2010) which provides a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society.

Castlefield Gallery is committed to the promotion of equal opportunities in all aspects of our work, including management, employment practices with both paid workers and volunteers, access to services and service provision. We fully support the principles of equality, diversity and inclusion. We recognise that groups and individuals in society are disadvantaged due to discrimination directed against them by both direct and indirect discrimination.

We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and to develop organisational cultures that positively value diversity. Our venue is fully wheelchair accessible and assistance dogs are welcome.

We are aware that not everyone has internet access and access to IT equipment, and will take steps to make sure that this is not a barrier to applicants.

If you have access needs and wish to discuss alternative ways of applying for this opportunity, please contact recruitment@castlefieldgallery.co.uk or phone 0161 832 8034 and ask for Leslie Remonato. If our offices are closed and/or we cannot respond immediately, please leave a message clearly stating the nature of your call, your full name and contact details so we can get back to you. We will endeavour to respond within 48hours or sooner.

Thank you for your interest in this opportunity!

Art Assembly Funding Partner

Art Fund_

Project Partners

