

## Artist Development & Creative Communities Producer

### Terms and conditions

Contract: Fixed term 12-months (potential to extend to permanent and grow working days)

Salary: £23,000 (pro rata on 0.6/3days, £13,803)

Hours: 0.6 /3days (based on a 40hour week), office hours are 10am-6pm

Holidays: 28days (pro rata on 0.6/3days, 17days) and pro rata Bank Holidays

**Closing date for applications: Sunday 17 July 2022, 12noon**

### About Castlefield Gallery

At Castlefield Gallery, we make new art possible. We support artists and creatives living and working in Greater Manchester and the North of England to make art and sustain their careers. We do this through:

- Free exhibitions, events and commissions (in the gallery, in public spaces, and in collaboration with our partners and collaborators)
- Dedicated practice and careers support
- A subsidised artist Associates scheme with over 240 members
- The provision of low-cost project and artist spaces across the North West of England
- Collaboration with universities, including annual graduate programmes and mentoring, as well as collaboration with other formal and informal learning providers
- Thought leadership (from advocacy for artists and work with local communities, to tackling social issues through art and cultural activity, such as ageism)
- Art sales, collector and collections development activities
- Nurturing new and diverse audiences for contemporary visual art.

Over the past 38 years, we have established an international reputation for our work and artists we have supported have gone on to achieve successful careers in the visual arts. Artists have always been the focus of all that we do, and our vision is to make it possible for more artists, from a greater diversity of backgrounds, to build a successful career while living and working in the North of England.

We are a purpose-led charity that exists to generate a positive impact in our sector and in our communities. We are also a female-led organisation, one that strives to be genuinely representative of the communities we serve. We actively set out to address the imbalances we see in our sector and beyond. We work to ensure the diversity of our communities is reflected in our organisation and our activities, with particular reference to age, disability (especially learning disability), race & ethnicity. Our work is guided by the foundations of our female led status and commitment to social justice.

**Funders and supporters:** Castlefield Gallery is an Arts Council England National Portfolio Organisation and a Manchester City Council Cultural Partner.

*“Castlefield Gallery is the centre to the periphery, which in my thinking is the best position to work from and where I want to be. Castlefield Gallery oozes with explorers and pioneers, and understands that the currency of a scene is its ability to import and export culture, not sit stagnant in its own melting pot.”*

**Castlefield Gallery Artist Patron, Ryan Gander, OBE.**

[www.castlefieldgallery.co.uk](http://www.castlefieldgallery.co.uk)

## **Job summary**

### **Artist Development & Creative Communities Producer**

#### **About the role**

The post-holder will be responsible for the planning, development, co-ordination and delivery of Castlefield Gallery's artist development programmes. The post-holder will also work with the gallery team to develop and deliver dynamic and varied public programmes. Key to the role will be effective partnership and collaborative working, as well as the ability to nurture relationships with organisations, groups and individuals, especially artists and creative people. Employed by Castlefield Gallery, the post-holder will be responsible to the Castlefield Gallery Director and Artistic Director.

#### **What we are looking for**

We are looking for a creative person, ideally a practicing visual artist, artist-curator or artist-organiser, to develop and deliver our Artist Development Programmes and make a significant contribution to our wider creative and public programmes:

**Artist Development Programmes** – programmes of practice, professional and career development activity with specific groups of artists; from recent graduates and those at later career stages, to those forming communities of interest, those who are 'self-taught' or experiencing barriers to developing a creative career in the arts and cultural sector.

**Public Programmes** - in person and online public-facing activities, including events and creative sessions, designed to connect artists, their work and ideas with creative communities and a variety of wider public participants and audiences. You will build connections between the different strands of Castlefield Gallery's programme, enabling deeper engagement and enriching experiences.

We are looking for someone able to demonstrate a clear understanding of why it's important that Castlefield Gallery's activities are relevant to the world around us. You will be committed to the principles of equality and inclusion. You will be knowledgeable about contemporary visual arts and culture, and you will be enthusiastic about developing and working directly with people. You will be a skilled, confident communicator and be effective in inspiring others when delivering in person and online. You will be able to drive and deliver a busy, exciting programme. You will be able to work strategically whilst also being hands on. You will be a starter finisher, creative problem solver, and someone who actively seeks out and spots opportunities. You will need to work to deadlines, managing a busy workload, whilst working with an eye for detail. You will be a highly organised and motivated individual. You will be skilled at and happy working both collaboratively and independently. We are a small team but we aim high!

We highly recommend you familiarise yourself with Castlefield Gallery and our programme before making an application. For more information, visit [www.castlefieldgallery.co.uk](http://www.castlefieldgallery.co.uk)

#### **Working arrangements**

Working from Castlefield Gallery's Manchester city centre offices and galleries, with some offsite / mobile working. For this reason, the post-holder will need to be resident in Greater Manchester, the North West of England or the North West border, with access to reliable transport. The role demands some evening and weekend working, and being part of a weekend rota. Wherever possible Castlefield Gallery accommodates for flexible working and reasonable adjustments.

## Job Description

### Main responsibilities

#### Artist Development Programmes research, planning and development:

- research, develop and plan Castlefield Gallery artist development programmes, at times in collaboration with partners, including but not limited to: CPD, specialist and practice development sessions, research trips, coordinating, advisory, mentoring and coaching sessions and other forms of individual and group support activities
- develop strategies for encouraging artist peer-to-peer relationships and support
- be proactive in maintaining knowledge, including by developing appropriate relationships external to Castlefield Gallery
- ensure artist development programmes are informed by current practice and career development needs of contemporary visual artists, particularly those living and working in the North West of England
- develop artist development programmes in line with Castlefield Gallery's charitable objectives and company policies, with particular reference to the gallery's commitment to equality and inclusion and environmental sustainability
- support, and at times lead, fundraising, resource development and set budgets

#### Artist Development Programmes co-ordination and delivery:

- co-ordinate and deliver Castlefield Gallery artist development programmes, including leading application and selection processes
- be responsible for co-ordinating and managing effective external relationships, especially with participating artists, other creative freelancers, collaborators and partners
- work within budget in co-ordinating and monitoring all financial activities and agreements for Castlefield Gallery artist development programmes
- be responsible for the co-ordination of artist development programmes' communications, digital and non-digital
- maintain high standards in monitoring, evaluating and reporting

#### Public Programme research, planning and development:

- support Castlefield Gallery public programme research, planning and development, and for ranging audiences and delivery - in person, online, and blended delivery
- in shaping public programmes ensure activities connect artists and their work with creative communities and ranging audiences, to explore ideas relevant to the world around us
- in developing public programme build connections between different strands of Castlefield Gallery's programme, enabling deeper engagement, enriching experiences and growing active participation
- in support of Castlefield Gallery public programming, develop relevant and effective relationships external to Castlefield Gallery
- develop the public programme in line with Castlefield Gallery's charitable objectives and company policies, with particular reference to the gallery's commitment to equality and inclusion and environmental sustainability
- support, and at times lead, fundraising, resource development and set budgets

#### Public Programme co-ordination and delivery:

- support co-ordination and delivery of Castlefield Gallery public programmes for ranging audiences and for in person, online, and blended delivery

- support the effective co-ordination and management of external relationships for Castlefield Gallery public programmes, especially with participating artists, other creative freelancers, collaborators and partners
- work within budget in co-ordinating financial activities and agreements for Castlefield Gallery public programmes
- be responsible for the co-ordination of public programmes' communications, digital and non-digital
- maintain high standards in monitoring, evaluating and reporting on public programmes

**Working collaboratively:**

- work collaboratively, in particular with the gallery Artistic Director, Curator, Associates and Communications staff leads
- work collaboratively with the gallery Finance Co-ordinator to ensure the effective financial co-ordination and administration of the Artist Development and Public Programmes
- work collaboratively with the Castlefield Gallery Director & Artistic Director, the Curator & Deputy Director, and other team members as required, to ensure the effective delivery of Castlefield Gallery's wider operational needs
- work collaboratively, and effectively in support of Castlefield Gallery placements and volunteers.

**General duties:**

- be proactive in ensuring understanding and application of the principles of equality and inclusion to your role at Castlefield Gallery
- operate within and to high standards regarding all policies and procedures at Castlefield Gallery
- maintain excellent standards with regards to all role-related financial and contracting activities
- work as a collaborative and effective member of the Castlefield Gallery team, including being part of the office and gallery rota
- be responsible as a key-holder for the gallery and premises, ensuring the safety and security of the gallery and its contents
- when working front of house, welcome and support visitors, and provide gallery and programme information to the public
- carry out art sales by cheque, cash and other methods of payment
- work as part of a team, being collectively responsible for the upkeep of the gallery, keeping the public and back of house areas safe, clean and tidy
- positively contribute and engage with Castlefield Gallery internal meetings
- be proactive in advocating for Castlefield Gallery's work, and maintain high standards in representing the gallery in all forms of communication
- liaise effectively with Castlefield Gallery key stakeholders, especially artists
- work weekends and evenings and on occasion undertake travel, including national and international, as required.

This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

**Person Specification**

**Essential:**

- knowledge of contemporary visual art and culture, and particularly of artists and creative communities in the North West of England and the UK

- knowledge of practice and career development needs and opportunities for contemporary visual artists in the North West of England and the UK
- experience of working in a similar role, encouraging artist peer-to-peer interaction, mutual aid, supporting artists on a 1-2-1 basis and creative groups
- experience of working in a similar role conceiving, planning and delivering artistic programmes and events, including whilst working collaboratively with others
- experience of devising public programming which connects audiences and communities to artists, to practice, and to projects
- experience of nurturing and effectively managing ranging and multiple stakeholder relationships
- experience of project management - planning, scheduling, identifying resources, monitoring projects
- experience of delivering public activities – hosting, facilitating, and delivering them safely
- experience of working in a wide range of contexts engaging with people, communities and audiences
- excellent communications skills, across all forms of communication, able to communicate effectively with a wide range of people and confident playing a key public facing role for Castlefield Gallery
- able to work effectively as part of a team and in collaboration, fostering positive working relationships
- able to work independently, managing own time and multi-tasking in order to prioritise a busy workload whilst working to deadlines and high standards
- ability to effectively delegate, whilst demonstrating responsibility and accountability
- excellent administrative and organisational skills, with an eye for detail, a starter-finisher
- able to identify challenges and be proactive in thinking creatively to propose solutions and problem solve
- strong financial and budgeting skills
- experience of data collection, evaluation, reporting
- strong IT and digital skills including use of spreadsheets, Google Docs and Gmail, and willingness to learn and apply new programmes
- understanding of and commitment to equality and inclusion
- understanding of and commitment to environmental sustainability
- ability to recognise areas for development and have the drive to deliver change and improvement
- willingness to adhere to gallery policies and procedures, supporting others to do the same
- willingness to work evenings, weekends and with flexibility, including being part of a staff rota
- resident in Greater Manchester, the North West of England and its borders, with access to reliable transport

**Desirable:**

- practicing visual artist, artist-curator or artist-organiser able to demonstrate minimum 5 years of professional practice in the field of contemporary visual arts
- experience of promoting and communicating events including producing public facing copy for PR, marketing, websites, social media
- experience of working for an artist led, focused or small-scale arts organisation
- experience of fundraising and resource development for creative projects
- experience of writing risk assessments
- experience of co-ordinating and delivering group travel
- experience of handling digital transactions, cash, and other forms of sales

## How to apply

Applications should consist of:

- 1) A covering letter stating why you are interested in this role and why you are interested in working at Castlefield Gallery. The letter should also clearly outline 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 job description. The letter should be no more than two sides of A4.
- 2) A 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.

Please send your application to [recruitment\[at\]castlefieldgallery.co.uk](mailto:recruitment[at]castlefieldgallery.co.uk) with **Castlefield Gallery Artist Development & Creative Communities Producer** in the subject line.

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

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

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 at home, and will take steps to make sure that this is not a barrier to applicants. If you have access needs and wish to discuss these in relation to alternative ways of applying, the interview or the role more broadly, please contact [recruitment\[at\]castlefieldgallery.co.uk](mailto:recruitment[at]castlefieldgallery.co.uk) with **Castlefield Gallery Artist Development & Creative Communities Producer** in the subject line, or phone 0161 832 8034 and ask for Leslie Remonato.

If our offices are closed and we cannot respond immediately, we will endeavour to get back to you within 3 working days or sooner. Please note our offices are closed Saturday, Sunday and Monday inclusive.

**Closing date for applications: Sunday 17 July 2022, 12noon**

Late applications will not be considered.

**Interview date: Monday 25th July 2022**

**Location:** Castlefield Gallery, 2 Hewitt Street, Manchester, M15 4GB, Manchester or via video conference. If you have specific access requirements, please be in touch.

**Start date:** It is important to note that an extended handover period will be necessary, therefore some contact time with the current Castlefield Gallery Artist Development Producer will need to commence from the week of **8 August 2022**. The new post-holder will need to commence in post fully, no later than **1 September 2022**.

If we have not contacted you by 6pm on **Wednesday 20 July 2022**, we thank you for your application, but are sorry you have not been selected for interview on this occasion. We are unable to commit to providing 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.

**Thank you for your interest in Castlefield Gallery!**