



**ARTIST SUPPORT
LEAD**

JOB PACK

EAST ST ARTS

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Cover letter

Hello

We are so pleased that you are interested in this post. If you don't already know us – East Street Arts is a creative social enterprise and charity. Our key focus is to support artists to develop their work and careers. Through creating space for making art, social events and learning opportunities we aim to make our neighbourhoods and cities better places to live and work.

Our work can be seen on buildings, as part of the high street and in neighbourhoods and you can find more information on our website eaststreetarts.co.uk.

Founded by two artists 27 years ago we continue to be led by Karen Watson and Jon Wakeman as Artistic Directors, a staff team of 15 and a range of freelancers working across a diverse range of activities and projects.

This is an opportunity for someone who wants to play a significant part in the progress of a thriving, dynamic and creative company based in Leeds and working locally, nationally and internationally.

We are interested in hearing from people who have an understanding and experience of supporting artists that experience barriers to opportunities. Demonstrating empathy and care for those that you have worked with and encouragement aimed at a wide range of artists is key to this post.

We encourage applications from those with less visibility in the arts. We specifically welcome applications from LGBTQIA+, Disabled, Neurodiverse and Racialised communities. Self-definition is at the sole discretion of the applicant.

We are happy to make reasonable adjustments to our recruitment process, interviews and within the workplace to adapt to the needs of any employee experiencing access barriers.

If you are interested in this role and would like an informal conversation please do get in touch. We can tell you more about what it is like to work at East Street Arts and clarify anything that is not clear.

Please contact me on karen@esamail.org.uk

I look forward to hearing from you.

Karen Watson
Artistic Director

This is an opportunity for someone who wants to play a significant part in the progress of a thriving, dynamic and creative company based in Leeds and working nationally and internationally.

Artist Support Lead role overview

As a company we care deeply about the needs and experiences of the artists we work with. Our definition of artist is broad: they could be designers, performers, makers, producers, curators, writers, activists and technologists. We make room for artists to experiment and take risks, support them in developing bodies of work and strategies for long-term sustainable practices.

Whatever practice and stage the artists are at we want to ensure we are making our opportunities and support reach as many artists as possible especially those who experience barriers when engaging with, or making work, within the sector.

The artist Support Lead is a key post for the organisation and has strategic responsibility for maintaining oversight of the development and delivery of our Sector Support Organisation project, Guild, and a range of our Artist Support projects.

Our definition of Artists Support is expansive and underpins our work. It includes offering one to one support for artists, nurturing artists to develop and expand their portfolios, to larger strategic programmes such as Guild.

Our definition of 'artist' is broad: they could be designers, performers, producers, writers, activists, scientists and technologists.

What is Guild?

Guild is a ground-breaking programme of work now in its fourth year and has a dedicated team of three staff members including this post. It is resourced through Arts Council England Sector Support Organisation funding.

COVID 19 has had an impact on the proposed programme of Guild and activities were reviewed last year as we worked with Arts Council England to refocus the work during lockdown.

As we come out of COVID 19 and are adjusting the programme for the next two years it is timely to be recruiting for someone to take the lead and deliver the programme and guide its potential future development.

Guild is made up of various strands of activity that are at different stages of development and delivery:

- Bespoke support for 25 artists organisations across England. This support is focused on their sustainability as artist-led organisations, with recent work dedicated to their COVID-19 survival. We organise and deliver workshops, talks, and connect organisations with professionals to offer advice and coaching to support their development.
- Website resources – we have pivoted delivery to take place online, nurturing these resources will be vital over the next year.
- Campaigns – part of the project focuses on championing artist-led campaigns that shed-light on the experience of artists. They aim to inform the sector.

Sector Support Organisation is a new category within the regular funded organisations by Arts Council England. We are currently starting our fourth year of five as a Sector Support Organisation in delivering Guild.

Artist Support Projects

Guild forms a large part of East Street Arts Artist Support programme and sits alongside other projects and activities that are focused on Artists Support that this post will lead on or work collaboratively with staff members to develop and deliver.

Current projects include:

We need Queer Liberation

We were successful in applying to the European Cultural Foundation for funding to support 10 artists from across the globe who identify as LGBTQIA+ and who operate under direct or indirect censorship. This has formed the 'We Need Queer Liberation' project and is a partnership project with Theatre in the Mill in Bradford.

Associate Artist Scheme

The Artist Support Lead will support East Street Arts Associate Artists in the development and realisation of their research projects. This includes one project focusing on cataloguing artists experience with a focus on those who make work in a countercultural way, and a concurrent project interrogating what radical structures the arts could exist in if it became free from capitalism.

Artist House 45

Artist House 45 is a live/work project based in a two-bedroom back-to-back terrace in Beeston, South Leeds. The aim of the project is to investigate the impact of long-term residencies and artist-led housing as a sustainable and alternative approach to participatory programmes. (Artist House 45 is currently on hold due to C19 and will be reviewed going forward)

Responsive Artist Support

A key part of this role is responding to requests for artists support, whether from individual artists looking to expand their practice or organisations looking for business support. This is ongoing and based on both those who approach East Street Arts for support, and individuals/groups that the Artist Support Lead identifies.

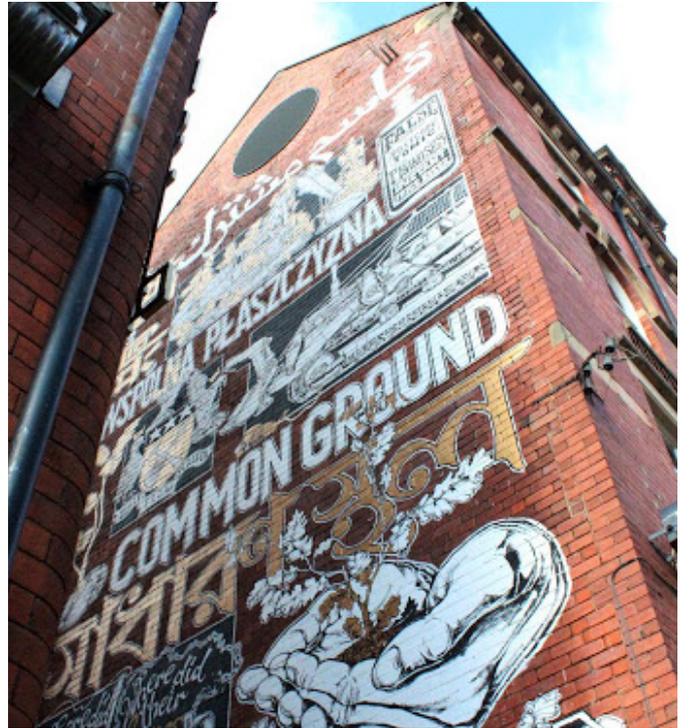
Bespoke Support

Some of the requests for support or programmes of artists support are developed through consultancy work we develop through our involvement with local authorities.

The Artists Support lead is part of a senior management team at East Street Arts who take responsibility for cross organisational developments including evaluation and monitoring, data management, communications, and specifically how we ensure we are addressing climate change and equity and inclusion within the organisation.

You will work closely with the Directors and team members to plan and deliver the Guild programme and related artists support projects that unlock artists potential and advocate for better livelihoods for artists on a local, national and international scale.

Our definition of 'artist' is broad: they could be designers, performers, producers, writers, activists, scientists and technologists.



Key responsibilities

Reports to:

Karen Watson, Artistic Director

Line Manages:

- Guild Producer
- Guild Coordinator

The Artist Support Lead will ensure that the organisation builds its understanding and knowledge and is open to supporting all artists specifically those facing barriers to their development.

It will lead on the Sector Support Organisation programme, Guild, and ensure the programme strands of activity remain relevant, of high quality and value for money including:

- Learning workshops
- Research and digital resource
- National campaigns
- Stakeholder development and evaluation
- Fundraising and legacy

You will lead on, and have an overview of progress, challenges and opportunities, and ensure risks and decision-making is transparent and is evidence based across the activities you are involved in.

Planning, Strategy and Research

- Devise and implement the Sector Support programme, artists support projects and relevant policies and processes to enable artists to develop and thrive.
- Work with the entire East Street arts team to ensure diversity, accessibility and equity is at the core of all activity and decision making
- In consultation with the Directors and other colleagues, identify artists and collectives whose practice and ambitions align with East Street Arts strategic aims. Specifically focused on reaching artists who may not have access to mainstream contemporary arts channels, ensuring there is an inclusive offer.
- Ensure the Guild programme is grounded in research, evidence and the reality of artists needs
- Support Guild and other staff to develop the resources for the website ensuring they are

relevant and working alongside other available resources for artists.

- Lead on the Guild partner advisory group, ensure they are up to date and involved in key decision making

Delivery

- Lead on and ensure the highest quality control of the Sector Support programme
- Oversee all aspects of the Guild programme ensuring we meet agreed milestones, reviews and reporting
- Work with the artists' collectives and lead on the Sector Support campaigns, ensuring they have the support they need and the campaigns have an extensive reach and impact
- Support the Guild team to devise a relevant and ambitious programme of activity and artists support for the 25 artists organisations and a wider pool of artists and artists' collectives.
- Lead on the development and delivery of key projects that have a dedicated focus on supporting artists including the development of new events that meet the organisations objectives.
- Work across East Street Arts Sector Support offer to identify opportunities for Artists Support by collaborating closely with colleagues including our 1:1 offer
- Lead on evaluation and monitoring of key programmes, including mid-point reviews and recommendations for changes

Finance

- Oversee the financial plan for Sector Support including reporting, reforecasting, monitoring the cash flow and identifying risks and fundraising targets
- Work closely with the company's Finance Manager to monitor Guild and Artist Support projects finances and identify areas for development
- Maximise income and take a resourceful approach to budget management
- Work with Guild and other supported artists to provide financial and fundraising guidance

Person specification

Staff support

- Support the Space for Artists Team to link any developments within Artists Support that may benefit them including identifying artists and groups who are looking for studios or work space and where there may be cross working in geographical areas.
- Work closely with the Spaces Lead to deliver Artists Support activities connected to consultancy work with Local authorities.
- Support the team developing our Public facing activities through advise, contacts and guidance
- Line manage staff including recruitment, induction and appraisals within practice guidelines and in close consultation with the Directors.

General

- Work with the Directors to keep them regularly informed of progress, challenges and opportunities
- Ensure adherence to best practice in administrative, financial, contracting and customer care systems
- Cultivate and maintain relationships with artists that are supported across the company including developing new projects, regularly providing strategic advice and offering artistic feedback
- Maintain a transparent, supportive and collaborative approach to work and contribute to the company's working culture as a prepared and present team member
- Contribute to staff development by feeding in opportunities that may be relevant to individuals on a case-by-case basis

Essential

- Commitment to diversity and equity, with experience of creating inclusive environments and programmes that centre the need of the artists participating in them.
- Experience of working with a wide range of artists including demonstrable experience of understanding the importance of values such as equity and empathy
- Commitment to artist development, cultural policy and education/learning opportunities
- Experience of mentoring, coaching and/or line management
- Experience of working directly with artists groups
- Able to work in a team with a wide range of people, experiences and approaches
- Up to date knowledge of multiple art forms across the creative sector
- Project management experience and the ability to implement strategies, set and meet targets, set up, organise and deliver events
- Proven ability to supervise, manage and nurture staff
- Proven communication skills and ability to generate content for actual and online channels
- Proven administrative, producing and management experience in a creative environment
- Proven financial management and fundraising experience
- Able to work at a strategic level and on own initiative
- Experience of partnership working
- Willingness to be flexible and work evenings and weekends and travel nationally and internationally when required (this will be mutually assessed on a case-by-case basis with childcare and access requirements in mind)

Desirable

- Experience in leading or working in artist-led collectives or groups
- Experience of cultural and art policy making
- Good international knowledge of artist-led practice
- Knowledge of community asset -based development and social investment

Terms of employment

Salary:

£31000 - £33000 dependent on experience

This role is offered on a full-time basis.
Activities will necessitate some evenings/
weekend commitments and travel.

We are open to receiving applications for
job shares where both candidates can apply
together

Other flexibility can be offered where needed,
including split working from home and office
(Currently, due to the pandemic, our staff are
mostly working from home, however we have a
developing plan to enable people to come back
to work and continue to work from home in a
flexible way)

Annual leave is 25 days in addition to 8 bank
holidays

Probation period: 6 months

Notice period: 3 months

East Street Arts base is at:

Patrick Studios,
St Mary's Lane,
Leeds, LS9 7EH.





How to apply

Pre application

If you are interested and would value an informal conversation about the post and how it may suit you at this stage in your career, we would love to hear from you.

Please contact Karen Watson, Artistic Director, on karen@esamail.org.uk or 0113 2480040 to arrange a call.

Submitting an application

Please complete the attached form and submit to Rosena Stevens at:

rosena.stevens@esamail.org.uk

referencing: Artist Support Lead

Before starting your application, please do take a read through and contact us if anything is unclear or you need support in making your application

If you would prefer to make an application by video or voice recording, please make it no longer than 5 minutes and provide us with a google link.

In the video, please tell us (these are the same questions we ask on our application form):

- Your name, postal address, phone number and email address
- Details of current employment and work history
- Outline of your education and training

Supporting information including:

- Why you are interested in this role and contributing to the work of East Street Arts
- What skill, knowledge and experience you have that are relevant to the role
- Self-describe any barriers you may have faced gaining access to the arts. You may also want to identify how you overcame those barriers and/ or what further resources might help with this if these barriers remain in place
- Your top three professional achievements and why you are proud of them

We do offer all of our team members training, mentoring, networking and other support – so if there are areas of the job you are not completely confident with, let us know and we can work out ways of supporting you.

Recruitment and selection process

Applications are due for submission by:
5pm on Friday 4th June

Job interviews will be on:
Tuesday 15th June or Thursday 17th June.

If these date are a problem for you please let us know in your application

If invited to an interview, we will ask you if you need any reasonable adjustments.

Interview questions will be distributed in advance, in order to give you time to prepare. The panel will include senior team members and a board member.

We will let the candidates know the outcome of the interview by:

Monday 21st June



EAST ST ARTS

making space for artists

registered charity 1077401

eaststreetarts.org.uk

@eaststreetarts



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**ARTS COUNCIL
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