



## **Assistant Producer Recruitment Pack 2020**

ATLAS Arts is looking to recruit an Assistant Producer to join the team and assist with the planning, production and delivery of our programme, in close collaboration with the Producer and Artistic Director.

The ideal candidate will have a keen interest in the impact that contemporary art can make to the communities of Skye and Lochalsh and will be enthusiastic about creating connections between artists and communities, responding to the unique qualities of the region, its landscape, its culture and its people.

Supported by the Weston Jerwood Creative Bursaries (WJCB) programme, **this role is specifically aimed at people who have experienced social and/or economic barriers to employment in the arts.** We welcome applications from people who have been historically underrepresented in the arts and cultural workforce. Please read this application pack thoroughly and **check over the eligibility criteria before applying.**

As part of the WJCB programme the selected candidate will attend a series of professional development events alongside ATLAS' team and board, designed to support the learning across our organisation, and to support your future development.

This Job Pack includes:

1. About ATLAS Arts
2. Key Information and Important Dates
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5. Assistant Producer: Key activities
6. ATLAS Programme-specific tasks
7. How to Apply

8. Application Advice sessions
9. Further support and important information from Weston Jerwood

To discuss this role and for further information, please contact ATLAS Arts' Producer [heather@atlasarts.org.uk](mailto:heather@atlasarts.org.uk).

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## 1. About ATLAS Arts



ATLAS Arts is an art organisation working across Skye, Raasay and Lochalsh. We work with artistic projects that connect with the conditions and desires of our local area, and the shared concerns of global communities.

Our projects aim to build communities through the sharing of knowledge unique to Skye's history and culture. Things like film, food, publishing, libraries and walks are important to us. Our projects respond to the culture and history of Skye - its crofting and fishing heritage,

histories of land struggle, and the wealth of knowledge and skills on the island in relation to sustenance farming, stewardship of the land and sustainable aquacultures.

Our work spans performance, film, publishing, installations and learning programmes. In recent years our programme has included community filmmaking projects, Gaelic learning collaborations, walks, screenings, meals, local apprenticeship programmes, environmental research projects, exhibitions and zine libraries – working with national and international artists and local groups alike.

ATLAS' fixed gathering spaces are our office space in Portree, and The CLIMAVORE Oyster Table on the tidal zone at Bayfield, Portree. More information on our work can be found on our [website](#).

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## 2. Key Information and Important Dates

**Job Title:** Assistant Producer

**Reporting to:** Producer

**Salary:** £21,000 per annum pro rata

**Relocation fee:** £1000 towards relocation to Skye if required

**Location:** Portree, Isle of Skye

**Contract type:** 4 days / 28 hrs a week, fixed term of 12 months.

**Working days:** Negotiable, some evening and weekend work required. Normal working hours are between 10am and 6pm Monday to Friday.

**Probationary period:** Three months

**Notice:** Notice period of 2 months is required by either party.

**Pension:** Auto enrolment into Nest pension scheme at 3%

**Annual Leave:** 25 + statutory public holidays (pro rata)

Application Deadline: **10am Tuesday 8th of December 2020**

Interview Date: **Wednesday 16th of December 2020**

Interview address: [ATLAS Office](#), Portree, or online via Zoom depending on COVID restrictions.

Start Date: **January 2021** (flexible)

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### **3. Eligibility**

As part of the Weston Jerwood Creative Bursaries programme, this role is specifically aimed at emerging arts workers who have experienced social and economic barriers to employment in the arts.

Applicants must:

- Already be at the beginning (the first 2 - 5 years) of a career in the arts and culture, which can include a career change from another sector
- Experienced any kind of socio economic hardship, and/or be from a low income or working class background
- Be willing to take part in the Weston Jerwood Professional development programme (more info at end of job pack) alongside ATLAS' team.

We recognise there are multiple ways people can experience socio-economic barriers at different stages of their lives, and that these differ from place to place. We are keeping the definition of socio economic barriers open. Applicants do not need to explain in their application how they might fit into these parameters.

The key focus of this programme is to create a new, vibrant cultural post on the Isle of Skye with someone who has been prevented from pursuing a career in the Arts due to social and economic factors. Please ensure you have read the information about the Weston Jerwood Creative Bursaries programme at the end of this job application to find out more about the programme aims, which may help guide your decision as to whether to apply.

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### **4. Job Specification:**

We are looking for someone who:

- Has a keen interest in art and cultural programming
- Has a strong interest in gaelic language and culture
- Has some knowledge and interest in the Isle of Skye, the Isle of Raasay and/or Lochalsh
- Is interested in the future of local communities in the Highlands and Islands

- Is happy to work across Skye and Lochalsh to support the delivery of a visual arts programme
  - Is open and welcoming, and enjoys conversations about culture
  - Enjoys a challenge, meeting new people and learning as a team
  - Can demonstrate a strong interest in contemporary visual art and culture, and its role in society
  - Has an eagerness to try new things, make mistakes and learn with people
  - Good written and verbal communication skills
  - Ability to think creatively and problem solve
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## 5. Assistant Producer: Key activities

Listed below are key activities of the Assistant Producer. We don't expect that applicants will have all or extensive experience of these specific tasks previously; you might have transferable skills from other places. This job is an opportunity to develop new skills. Working closely with ATLAS' Producer, you will be given full support and training where appropriate.

- **Professional Development Programme** This role is supported by Weston Jerwood Creative Bursaries programme. As part of this opportunity you will attend a series of professional development events with a cohort of fellows from across the UK. The programme will be designed to help you learn new skills which will support you in this job and in the future.
- **Connecting with our communities** A key focus of the role will be building and sustaining relationships with people and organisations around the Isle of Skye, Raasay and Lochalsh. This often looks like answering emails, speaking to people on the phone, hosting community meals and events, attending community meetings and arranging meetings with people, both in person and on video calls. The Assistant Producer will also help to facilitate the use of ATLAS as a communal space by different people and groups. This includes the open source community film screening equipment, The Skye Zine Libraries and the Making Public Press.
- **Attending regular meetings** We hold regular meetings to discuss Programme, Access, Finance/Funding and Communications. You will be required to attend, feed in and occasionally take notes.

- **Programme Development, Planning and Delivery** Undertake your own personal research, exploring ideas, artworks, and artists that are particularly interesting or significant to you. With support from the Producer and Artistic Director we will explore how this research will inform ATLAS Arts ongoing programme.
- **Logistical Planning and Event Coordination** Planning of public events such as online film screenings, community meals, artist talks, CLIMAVORE Oyster Table events, including room booking, organising hospitality, scheduling, organising transport and accommodation for contributors etc.
- **Evaluation** Supporting ATLAS Arts' ongoing evaluation through event reports, logging of statistics, gathering of feedback, note taking etc.
- **Fundraising and Reporting** Working with the team, you will assist in researching and approaching potential funders, supporting the preparation of funding proposals and of final reports. This can look like requesting quotes and letters of support for funding applications; it can be gathering documentation of the work we have done for reports to funders.
- **Marketing and Communication** All ATLAS team members are responsible for promoting the programme and raising awareness about ATLAS Art's work. This includes attending regular team communication meetings, representing the organisation externally, giving talks or presentations to groups, contributing to our monthly newsletter, blogs, press releases, maintaining the website and social media platforms, and responding to enquiries about our programmes from the public. Support will be given to ensure these tasks are within your comfort level and experience.
- **Financial** As part of the team you will support keeping good financial records. This will include working to budgets set by the Producer and Artistic Director, handling invoices by artists and freelancers, keeping receipts.
- **Office and Administerial tasks** Undertake administrative duties including any other reasonable tasks as agreed with yourself, the Producer and Artistic Director.
- Some evening and weekend work will be required occasionally, but this is not the default.

**COVID 19 NOTE:** ATLAS' team is working from home the majority of the time. Our office in Portree is available for anyone who doesn't want to work from home for any reason and is

large enough for four people to work in with physical distancing in place. Our current team usually comes in once or twice a week depending on the kinds of tasks needing done, and to help with social isolation. Some travel around the island for physically distanced visits will be required from time to time, but we will be flexible to the specific needs and situations of our staff and their households.

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## 6. ATLAS Programme-specific tasks

As Assistant Producer, you will work closely with the ATLAS team to plan and deliver two of ATLAS Art's core programmes: The Plural Futures Academy, and a new project exploring solidarity economics on the island.

**The Plural Futures Academy** is a new, long term youth-led education project exploring social justice, island mythologies and imaginative alternative futures with young people on Skye. Working with a core group of eight 16-25 year olds and a lead artist, the school will bring together local experts from a range of places (poets, gaelic storytellers, archivists, builders, crofters) and international artists, activists and other speakers, to build an alternative curriculum and collective project. This project will begin in January, and you will be giving support to plan, research and work with the school's contributors.

**Solidarity Economies:** The fellow will give key support as we develop a new artistic project exploring what can be learned beyond COVID - as we think about alternative ways of organising our economy. We have funding from Henry Duncan Foundation to research and deliver a project focused on feminist economics, skills sharing and places of non monetary exchange around Skye and Lochalsh - and to create a new art project that responds to this. We imagine that to begin with, this might look like a series of conversations with people about local knowledge and skills, a small series of events and workshops in ATLAS Arts book making studio - to support the project's development. This will be a collaborative project, with the Assistant Producer helping to take the project outside of ATLAS' space.

Other ongoing projects at ATLAS include: CLIMAVORE: On Tidal Zones, our Seed Stewardship programme, The Skye Zine Library, our Plural Futures Community film, an artist commission with Isabel Lewis and Artnight, artist residencies, community meals and film events.

Please visit our [website](#) for further information on our current and forthcoming programme.

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## 7. How to Apply and Key Dates:

Please submit a completed application form (this can be submitted via video or sound recording also) to [admin@atlasarts.org.uk](mailto:admin@atlasarts.org.uk) and complete the [Equalities and Diversity Monitoring online form](#) by **10am, Tuesday 8th of December 2020**

Interviews will be held on **Wednesday 16th of December 2020**. Candidates will be informed if they have been invited for an interview by Friday the 11th of December 2020.

You will be interviewed by Ainslie Roddick (ATLAS Director), Heather Fulton (ATLAS Producer) and Iseabail Strachan (local musician) with the option of meeting in person at the [ATLAS Arts office](#), and or online via Zoom. Interviews will be relaxed and shortlisted candidates will be provided with further information to help you to know what to expect at the interview, in advance.

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## 8. Application Advice sessions

If you would like more information about the role and the work that ATLAS does, or have any questions about the application process, the ATLAS team will be offering informal 1-1 advice sessions across Skye and online throughout November.

### In person

Wednesday 11th November 3-7pm: Broadford Village Hall Cafe

Tuesday 17th November 3-7pm: Portree, ATLAS Arts office, Skye Gathering Hall Basement

Wednesday 2nd December 3-6pm: Staffin Church of Scotland Building

### Online

Monday 16th November 3-7pm

If you would like to attend a session please contact [katharine@atlasarts.org.uk](mailto:katharine@atlasarts.org.uk) with your preferred time.

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## 9. Further support and important information from Weston Jerwood



## **Weston Jerwood Creative Bursaries Programme 2020-22**

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](#).

If you would prefer to listen to this text, please click [here](#).

To see an Easy Read version of this text, please click [here](#).

To watch in BSL, please click [here](#).

### Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with the organisation you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from lower socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

### What is a lower socio-economic background?

If you are from a lower socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a lower socio-economic background might identify themselves with are working-class or benefit-class. If

you are from a lower socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and the actions we are advocating for in this [Toolkit](#).

### How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](#).

### What will you get from the programme beyond the job?

- **Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from lower socio-economic backgrounds. We call this a network of 'Fellows'. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won't be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.
- **Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.
- **Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their

time. You'll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.

- **Progression:** Throughout the programme, you'll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.

- **Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on [sarahg@jerwoodarts.org](mailto:sarahg@jerwoodarts.org) or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.

*The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England's Transforming Leadership Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, Creative Scotland, British Council, Jerwood Arts and PRS Foundation.*