



April 2017

Children and Young People's Programme Manager (Maternity Cover)

Wysing Arts Centre recognises every child and young person's creative potential, and their entitlement to access, experience and engage with art and we approach every child and young person as an early stage artist.

Wysing is seeking a Children and Young People's Programme Manager (Maternity Cover) to build on the achievements over recent years that have led to new programmes and opportunities developed with and for children and young people. The CYP Programme Manager develops and manages high quality, innovative programmes that support children and young people to develop their creative potential, artistic understanding, critical engagement, and their enjoyment of art.

Working with a range of partners including schools, colleges, peer arts organisations, youth organisations and families, the Children and Young People's Programme Manager (Maternity Cover) supports the development of new audiences for art as well as the artists of the future.

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JOB DESCRIPTION

Position: Children and Young People's Programme Manager

Salary: £27,500 per annum pro rata (£16,500 per annum plus 3% pension contribution)

Hours: Part time, 3 days a week (22.5 hrs)

Contract: Temporary Contract, initially to 30 September 2017

Reporting to: Director

Wysing Arts Centre recognises every child and young person's creative potential, and their entitlement to access, experience and engage with art, and we approach every child and young person as an early stage artist.

Working with a range of partners including schools, colleges, peer arts organisations and youth organisations, the Children and Young People's Programme Manager will develop and manage high quality, innovative programmes that support children and young people to develop their creative potential, understanding, critical engagement and enjoyment of art.

The Children and Young People's Programme Manager will be highly motivated, flexible and driven by an interest in the relevance of the arts to the lives of young people.

Key Responsibilities

- Manage and co-ordinate the delivery of the youth arts programmes.
- Co-ordinate visits to Wysing by schools and further education colleges and organise teachers' events to support learning and activity related to the National Curriculum.
- Co-ordinate the delivery of an annual programme of workshops for children and families in relation to the artistic programme of residencies and exhibitions.
- Support young artists of all ages by delivering Arts Award support sessions and drive recruitment for Arts Award.
- In collaboration with other staff at Wysing, co-ordinate and manage the annual Summer School (funding dependent), for artists aged 18-25 years.

Main Tasks

- Manage and co-ordinate the delivery of the youth arts programme, currently Circuit (delivered in partnership with Kettle's Yard) supporting the young peoples' group and delivery of on-site and offsite partnership projects.
- Maintain and develop new partnerships with a wide range of local groups to ensure hard to reach young people have access to programmes.
- Promote artistic programmes and facilitate schools and colleges to use Wysing's site as a teaching resource by developing and tailoring activity to the national curriculum, programming teacher's evenings and delivering Arts Award and Arts Award support sessions.
- In collaboration with curatorial staff, organise ongoing activity for children and their families in relation to annual programme themes and exhibitions.
- Contribute to the development of other learning and audience development programmes.

- In collaboration with other staff, co-ordinate the delivery of the Summer School including managing the selection of participants and delivery of the programme including briefing and supporting artists, workshop leaders and mentors.
- Support the delivery of Wysing's audience development plan, as per the current Business Plan, developing opportunities to provide new access points and increase the reach of Wysing's programme.
- Provide a safe, relevant and supportive environment for children and young people to access Wysing's programme.
- Ensure that adequate evaluation for all children and young people's programmes is in place and used as a resource to provide feedback, reporting and take forward ideas and improvements.
- Prepare risk assessments and participant sign-in information for all activity.
- Be the lead child protection officer for Wysing and review child protection procedures.
- Manage budgets and timeframes effectively.
- Provide documentation, evaluation and reporting of the projects.
- Represent the organisations to stakeholders and funders, attending external meetings as required.
- Provide written content for funding bids and for Wysing's website and other marketing material.
- Key holding responsibilities.
- Work in accordance with Wysing Arts Centre's Health & Safety and Equal Opportunities Policies at all times.

Essential knowledge and experience

- A degree in an arts-related subject or equivalent experience.
- Experience of working with children and young people in an arts or community environment.
- Experience of developing peer-led programmes with and for children and young people.
- Understanding of youth services and youth support networks.
- Experience of coordinating a learning programme in a gallery or museums environment.
- Evidence of working directly with artists.
- Experience of monitoring projects, evaluating and report writing for fundraising and funding bodies.
- Experience of marketing and publicity of art events.

Essential skills and qualities

- Excellent project management, communication and advocacy skills.
- Excellent verbal and written communication and interpersonal skills.
- Experience of building effective partnerships.
- Excellent organisational skills and the ability to prioritise and work to deadlines.
- Ability to work be creative and work within budgetary limits.
- Ability to work well with a wide range of people including negotiation skills and the ability to see a situation from all sides.
- Enthusiastic and committed to the arts with knowledge of contemporary visual arts practice.

- A creative and flexible approach and the confidence to develop ideas independently as well as part of a team.
- An understanding and empathy with the aims of Wysing Arts Centre and a commitment to developing new audiences for art.
- Good level of computer literacy.
- Flexible in working arrangements and able to work occasional evenings and weekends.
- Ability to represent the organisation to a wide range of stakeholders.

Desirable experience, skills and qualities

- Experience of updating website content and marketing using social media.
- Full driving license & access to a car for work use.

The post-holder will be subject to an enhanced DBS check.

ABOUT WYSING ARTS CENTRE

WYSING'S VISION

A progressive arts organisation that develops new ways to support artists and enables art and ideas to reach a wide range of people in unexpected ways.

WYSING'S VALUES

Wysing believes that art and artists have a vital role to play in society. Working closely with artists from a range of backgrounds and at different points in their careers, we develop programmes that offer time and space for personal development and artistic experimentation and enquiry. We are committed to establishing partnerships and collaborations that support innovative art to be created and experienced by new audiences.

WYSING'S MISSION

Enabling artists to have influence in the world by providing a discursive environment in which they can experiment, make new work, develop new networks and collaborators and reach new audiences.

WYSING'S ORGANISATIONAL OBJECTIVES 2017-2018

1. Respond to the needs of artists through a range of programmes in order to support individuals at every stage in their lives and careers.
2. Build new audiences for art by seeking out new opportunities and partnerships to extend the reach and influence of art and artists.
3. Develop our resources and assets to enable us to secure new funding and sustain our business model.
4. Strengthen and diversify our governance, staffing and programmes to encompass a diversity of voices and viewpoints and which reflect the diversity of our users and audiences.

OVERVIEW

Wysing Arts Centre is a progressive arts organisation that develops new ways to support artists and enable art and ideas to reach a wide range of people in unexpected ways. Through its innovative work, Wysing influences the development of the visual arts sector in the UK, Europe and, increasingly, the wider world.

Wysing empowers artists to have influence in the world by providing an environment within which they can experiment, develop new networks and collaborators, reach new audiences, and make new work. Integral to the organisation's ethos is the provision of space, support and finance to enable artists to progress their ideas. Artists at all stages in their lives are able to participate in a range of programmes that are developed in response to their needs. Artists often speak of Wysing as a defining moment in the development of their practices.

Wysing delivers a range of public programmes that provide different entry points for a wide range of interests and abilities to access contemporary art. Public programmes reflect the complexities of contemporary life and have included explorations in ecological and societal issues, and alternative educational and learning structures. To develop programme content Wysing draws on the resources of neighboring Cambridge University as well as its significant

artist alumni which includes Turner Prize winners and artists who have been awarded the prestigious Paul Hamlyn Award.

Wysing ensures that the innovative work developed by artists participating in its programmes reaches a wide range of audiences through digital and online initiatives, and through a range of partnerships that enable it to reach audiences regionally, nationally and internationally.

Established in 1989, Wysing's large site in rural Cambridgeshire has been significantly developed and encompasses artist studios, educational and project spaces, ceramics facilities, a large gallery, onsite accommodation, outdoor space with sculptures, a café and in 2017 we will add a recording studio to our facilities.

WYSING POLYPHONIC 2017

During 2017 Wysing we be exploring 'many voices' across all our programmes under the overarching title Wysing Polyphonic. Through residencies, exhibitions, events, study weeks and study days, we will work with a range of artists to explore a diversity of contexts and positions to help better understand the role of art, artists, and arts organisations such as Wysing, at this moment of global political change.

Throughout 2017 we will provide both a platform for many voices, in particular those that have the potential to be over-looked in the current political rhetoric, alongside a range of ways that those voices can be heard. Building on a number of events during 2016 that explored alternative sites for community and activism, we will be seeking to work with artists whose work, or whose networks, empower and support diverse communities of interest. We will also be further exploring the role of radio, broadcasting, sound and listening.

To set the context, we have invited three artists to be in-residence: US based Iranian artist and writer Maryam Monalisa Gharavi; Mumbai based artist Pallavi Paul; and London based artist Tai Shani. A further six artists will be invited to be in-residence through an open call for applications.

An exhibition in February 2017 will launch the Wysing Polyphonic programme and will bring together artists who were in-residence during 2016 through a synchronised arrangement of projectors, monitors, objects and surround sound in Wysing's gallery.

In early 2017 we be will launching our first vinyl record on our new label, also entitled Wysing Polyphonic, by the band Ectopia who are artists Jack Brennan, Adam Christensen and Vicki Stieri. And we are excited to have been awarded funding by the Foyle Foundation to build a recording studio at Wysing in the summer of 2017. The studio will allow us to commission new works for recording and broadcasting as well as being a resource for artists and musicians.

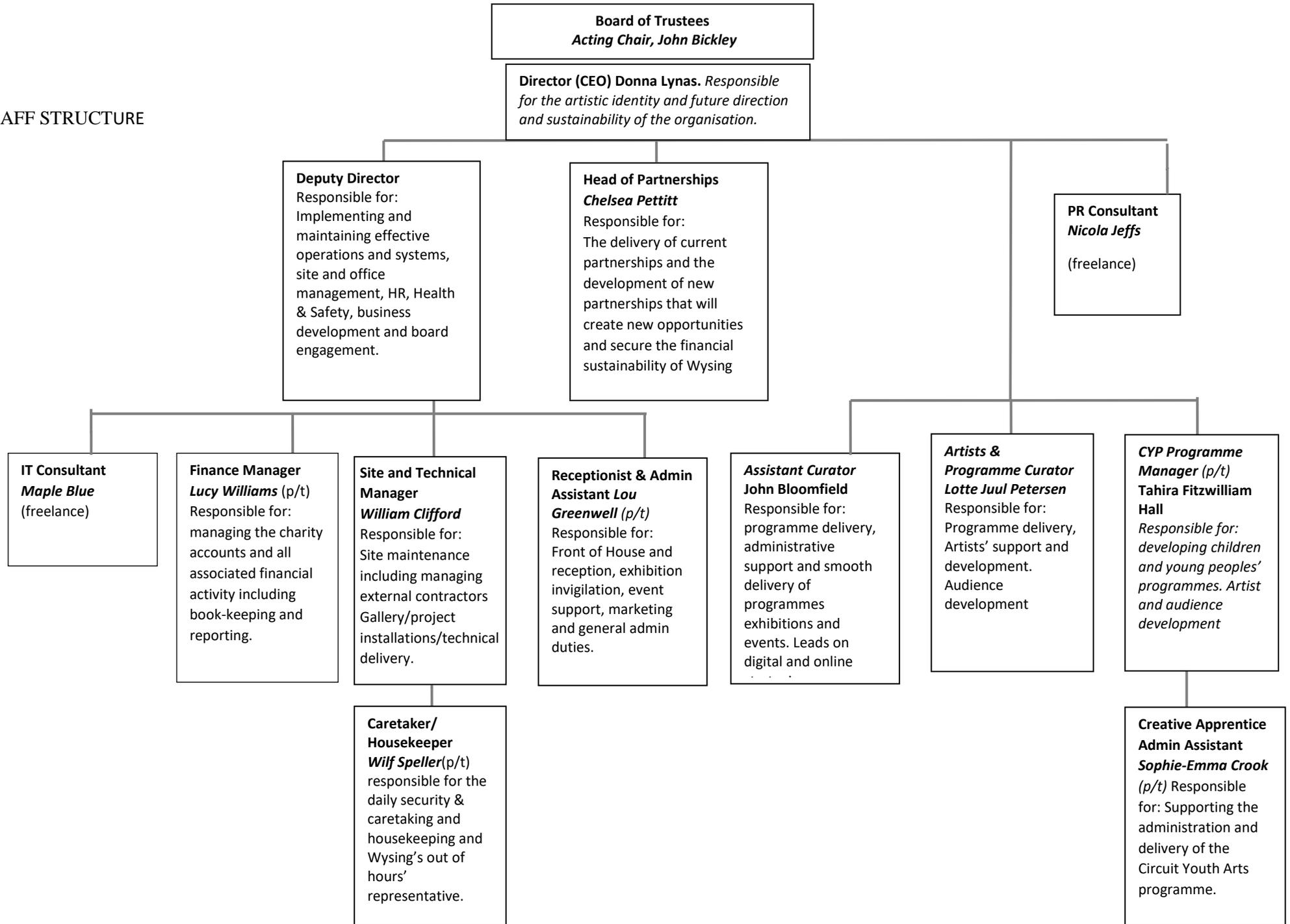
CIRCUIT CAMBRIDGE

Wysing working with Kettle's Yard Gallery have been part the four year national programme, Circuit. Circuit connects 15-25 year olds to the arts in galleries and museums working in partnership with the youth and cultural sector. Led by Tate and funded by the Paul Hamlyn Foundation, it provides opportunities for young people to steer their own learning and create cultural activity across art disciplines. Circuit Cambridge has developed an ambitious,

committed peer led group of young people who have produced unique public projects including a city centre festival and collaborative digital event at Cambridge Junction, for other young people. Through the peer-led and youth partnership programmes we have developed opportunities for young people's personal development, progression, critical knowledge & skills development. Through Circuit, young people as constituents of the organisations have influenced and changed the organisations.

With increased recognition of the Circuit Cambridge programme leading to expanded interest from new youth partners and young people looking for progression opportunities we have secured Circuit Legacy funding for the *Circuit Conductors* Programme. This new 12 month programme across 2017 will support our peer-led and partnerships groups as producers, mentors and facilitators, providing professional development opportunities supporting them to influence wider youth sector and youth audiences. The programme also supports a series of cross sector 'conversation' events, by bringing together young people, arts, business, local authority and youth sector professionals led by young people we will remove hierarchies and curate the debates to examine conflicting contexts and positions including diversity and inclusion and the impact of the current political climate across different sectors. These conversations will be documented for broadcast and distribution including Wysing's new online archive of podcasts and streamed by Kettle's Yard.

STAFF STRUCTURE



RECRUITMENT PROCESS

Deadline for applications is Sunday 28 May 2017.

Interviews will take place on Monday 5 June at Wysing Arts Centre.

Applications should be made online via Submittable, [here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline which is midnight on Sunday 28 May 2017. Please allow enough time to approach us with any questions or queries in using the Submittable website. We are not able to accept applications after the deadline.

Please include:

1. Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
2. What interests you about the post and working at Wysing Arts Centre? Please use this section to articulate why you want to work at Wysing.
3. Information on how your skills, abilities, and experience match the key points in the job description and person specification.
4. Your contact details.
5. Contact details of two referees.