WYSING ARTS CENTRE
SYLLABUS COORDINATOR

RECRUITMENT PACK AUGUST 2023

Syllabus VI at Wysing, September 2020

CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>About Wysing Arts Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
<td>About Syllabus</td>
</tr>
<tr>
<td>Page</td>
<td>The role: Overview</td>
</tr>
<tr>
<td>Pages</td>
<td>Job Description</td>
</tr>
<tr>
<td>Page</td>
<td>Wysing Vision Mission and Values</td>
</tr>
<tr>
<td>Page</td>
<td>Organisation Chart</td>
</tr>
<tr>
<td>Page</td>
<td>Timeline, How to Apply &amp; Recruitment Process</td>
</tr>
<tr>
<td>Page</td>
<td>About Eastside Projects, Spike Island and Studio Voltaire</td>
</tr>
</tbody>
</table>
About Wysing Arts Centre

“Wysing was founded with a utopian vision to create space for artists to live & work. Today it is ... pioneering an experimental approach to artistic practice, learning & curating.” Louise Benson, Elephant Magazine, 2019

Wysing Arts Centre is a progressive organisation in a rural setting that was established in 1989. We enable artists and publics to engage their imagination freely and take creative risks; we believe that everybody has the right to time and space for creativity, away from the distractions of daily life.

The site is ten miles from Cambridge city. It holds 20 subsidised studios, accommodation for up to 80 visiting artists annually, recording and ceramics studios, flexible space to experiment, present and learn, fields, woodland, and several outdoor outworks. Work made at Wysing is seen worldwide. An accessible digital offer increases reach and archives our work; our youth programme empowers future generations.

Wysing invites artists from across the world to stay and reflect on their practice without the pressure of producing new work: time spent without a plan can often be when the best new ideas emerge. We take a proactive, intersectional approach to equity and inclusion, and often support artists who have not been well supported by mainstream gallery and funding systems. Several artists who have spent time at Wysing have gone on to be Turner-prize or Paul Hamlyn Award winners. Some artists go on to be commissioned by Wysing to make artworks, music and performance; many participate in Wysing’s lively events.

Wysing engages people of all ages through artist-led workshops, events, online projects, gatherings and an alternative art school called The Syllabus. Our young people’s programme has a focus on reaching people from rural areas. Wysing is currently building a youth council who will have decision-making powers in the organisation.

We are funded principally by Arts Council England through its National Portfolio scheme. Further funds are raised through Trusts, Foundations and via individual giving. Wysing recently received significant support from the Freelands Foundation to grow and deliver The Syllabus over the next decade. More can be discovered about Wysing’s programme and history at wysingartscentre.org/ and wysingbroadcasts.art/

Opening event: Ain Bailey Version 2021 Photograph: Chloe Page
About Syllabus

Syllabus is a collaboratively produced alternative and independent learning programme that supports ten artists across ten months. Syllabus is led by Wysing Arts Centre, with consortium partners Eastside Projects (Birmingham), Spike Island (Bristol) and Studio Voltaire (associate partner) (London). Previous partners include Iniva (London), S1 Artspace (Sheffield), New Contemporaries (roaming) and NewBridge Project (Gateshead).

In 2021, Freelands Foundation agreed a landmark £500,000 grant to fund Syllabus as part of its multimillion pound commitment to support the work of organisations addressing racial inequality in the arts. With this grant, the future of Syllabus is secure for the next ten years.

We look forward to relaunching Syllabus in Spring/Summer 2024 with a newly expanded programme, including bursaries for artists, access costs for artists, an online programme, an annual guest partner, robust evaluation and a dedicated Syllabus coordinator.

The key aims of Syllabus are:

- To provide professional and practice development and peer to peer learning opportunities to artists who are unable to access traditional post-graduate routes or who would benefit from an intensive period of practice development.
- To diversify the arts sector
- To provide a strong peer network for artists
- To create a meaningful network of arts organisations that work together to share learning and promote best practice with regards to equality and diversity

Established in 2015, and now about to begin its seventh programming year, Syllabus aims to reach artists with a range of practices and artistic approaches and bring together individuals from across the UK who have not yet (or not recently) had access to similar programmes. Through Syllabus we are particularly keen to support people who are currently underrepresented in the visual arts including artists with Global Ethnic Majority Heritage, those who have faced socio-economic barriers, artists who identify as LGBTQ+, and those with disabilities.

Each year’s Syllabus programme is built around a series of co-produced intensive gatherings, which the ten selected artists attend. During the first retreat at Wysing, Syllabus artists, staff from the partner organisations, the Syllabus Coordinator and the Artist Advisor collaborate to identify broad themes for the programme. These form the starting point for an evolving, responsive curriculum that will support individual and collective artistic development and provide access to networks and knowledge across the ten months of the programme. Subsequent weekend gatherings are hosted at partner venues.

The Syllabus artists, Syllabus Coordinator and Artist Advisors work with individual organisations to shape each retreat, which in addition to responding to the interests of the Syllabus artists, reflects the research interests and specialisms and the location of the various partner organisations. Planned activities may include workshops led by the organisations’ alumni
artists; visits to local arts organisations, network events with local artists etc. Syllabus concludes with a final gathering at Wysing. Examples of gatherings can be viewed at: http://www.wysingartscentre.org/archive/retreats/

Between the gatherings, participating artists access an online programme of workshops, mentoring and crit sessions and discussions are continued remotely, with texts and reading lists uploaded onto a shared drive.

Syllabus VII will take place between June 2024 and March 2025, with planning and recruitment for the cohort of ten artists scheduled for Spring 2024.

**The Role: Overview**

The main responsibilities of the Syllabus coordinator are to provide central coordination of the programme, alongside mentoring and pastoral care. This offer of consistent and focused support is enabled by the Freelands Foundation grant, and aims to build on the support that has to date been offered by Wysing’s Senior Programme Curator and the annual Artist Advisors.

The Syllabus coordinator will work closely with the annual Artist Advisor to set the tone of each year’s programme by planning the first introductory gathering at Wysing, facilitating planning sessions with the artists and contributing activity to the online programme and at future gatherings.

The role is site based, at Wysing Arts Centre with regular national travel to Syllabus gatherings.

Wysing, and all Syllabus Partners, are committed to equity. We acknowledge that certain areas of society are not proportionally represented within the arts sector; we are doing what we can to correct this. We are committed to providing equal opportunities for everyone, regardless of their background. We welcome applications from all backgrounds including, but not limited to, those who identify as from marginalised backgrounds based on any protected characteristic including age, racialization, gender identity or sexuality, disability or long-term health condition, pregnancy, maternity or marital status, religion or belief, and class background or class identity.
Position: Syllabus Coordinator

Hours: 15 hours per week in first 6 months, followed by 22.5 hours per week thereafter.

Regular evening and weekend work will be necessary from June 2024, with hours claimed back under Wysing’s TOIL system.

Working location: Wysing Arts Centre, Fox Road, Bourn, CB23 2TX. Remote working considered.

Salary: £28,000 pro rata

Contract: Ten years, subject to review in the first three months

Reporting to: Senior Programme Curator

Key Responsibilities

- Coordinate the Syllabus Programme, including recruitment, marketing, planning, delivery and evaluation.
- Working with the annual Artist Advisor, plan the first gathering at Wysing and facilitate planning sessions between artists and Syllabus Partners.
- Provide ongoing mentoring sessions to participating artists, including feedback on works in-progress and advice on navigating the sector.
- Provide effective care and support to artists, being a point of contact for artists on the programme, as well as listening to feedback and shaping internal processes and procedures in response.

Detailed responsibilities

Recruitment

- Coordinate a transparent and streamlined recruitment process for each year’s cohort of ten artists, including an open call and in person and online interviews.
- Host online Q&A sessions and phone calls to provide application guidance to potential applicants.
- Provide clear, constructive and honest feedback to unsuccessful applicants.

Marketing/Digital

- Work with Wysing’s Digital Producer and Syllabus Partners to promote Syllabus’s annual open call, including gathering promotional material to feature in the Partners’ websites.
- Work with Wysing’s Digital Producer and Syllabus Partners to share Syllabus programme activity with a wider audience, including through photographs, short videos and other digital programmes.
- Support relevant digital and online strategies including Wysing’s websites and social media outlets, live streaming and online archives such as YouTube and Vimeo.

Programme Planning and Delivery

- Work with the annual Artist Advisor to plan the first gathering of the Syllabus programme, responding to the needs of each cohort and setting the tone for each year.
• Work with staff from the Syllabus Partner organisations and the Syllabus cohort to support collaborative programming and planning of the gatherings.
• Maintain good planning and delivery of the Syllabus programme, underpinned by excellent communication internally and externally, working with the artists and Syllabus Partners to ensure that projects run on time and within budget.
• Contribute ideas for the programme, ensuring that Syllabus is responsive, relevant and engaged in current discourse around art and culture, supporting artists in the best ways possible.
• Ensure that invoices are processed promptly and accurately, and that relevant budget spreadsheets are updated in a timely, accurate manner.

Evaluation

• Support the External Evaluator by gathering key data and feedback from artists, Artist Advisors and Syllabus Partners.
• Track progress of Syllabus alumni.
• Bring key feedback to the attention of the Senior Programme Curator and Syllabus Partners and convene regular feedback sessions.

Mentoring

• Support Syllabus artists by acting as a point of contact, providing mentoring sessions to discuss works in progress and navigating a professional art world.

General

• Support Wysing to embed accessibility in all aspects of its work.
• Maintain high standards of professional delivery for all, including artists, partners, funders and publics.
• Work in accordance with Wysing’s policies, including our Code of Conduct, Equality, Diversity and Inclusion Policy and Health and Safety Policy.
• Actively contribute to the reduction of Wysing’s environmental footprint.

Person Specification

Essential:
• Experience of working with artists.
• Experience facilitating group activity and collaborating with others.
• Excellent knowledge of the UK’s visual arts ecology and the evolving conditions of contemporary art production for artists.
• Good communication skills.
• Experience of budget management.
• Excellent organisational and administrative skills.
• Proven ability to manage multiple tasks and priorities.
• Knowledge of digital media platforms including Instagram, Twitter, Facebook, YouTube and Vimeo.
• Ability to work and contribute as part of a team.
- Empathy with the vision, values and aims of Wysing Arts Centre and the Syllabus partners.
- A good level of computer literacy.
- Willingness to work evenings and weekends as required.
- An understanding and commitment to Health and Safety in the Workplace.
- An understanding and commitment to intersectional approaches to access and environmental sustainability.
- A demonstrable commitment to equity, diversity, inclusion and anti-racism

Desirable:
- Experience building and sustaining relationships with wide ranging collaborators, partners, audiences and stakeholders.
- Experience of devising and/or delivering artist development programming.
- Experience of, or a demonstrable interest in co-production and collaborative, artist centred methodologies.

Syllabus III visiting Glasgow International with Studio Voltaire
**Wysing’s Vision, Mission, Values and Aims**

**Vision:** To cultivate the freewheeling imagination.

**Mission:** Wysing believes in the transformative social and personal benefits of art and creativity, and that a more just world can only be achieved if everyone has equal access to the time and space needed to imagine it. Wysing provides accessible opportunities and resources to think and create, outside the habits of daily life. We support artists to develop their talent; we advocate for the immense value they have in the world, and we work to create the conditions necessary for them to have sustainable careers.

**Values and Aims:**
- **Collaborative:** Work together to build resources.
- **Generous:** Model change, sharing our resources equitably.
- **Agile:** Create and seize opportunity.
- **Attentive:** Listen to what people have to say, and respond effectively.
- **Transparent:** Build trust, and be open about how we work.
- **Ethical:** Avoid causing harm to people and the planet.
**Timeline**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 October</td>
<td>Deadline for Application</td>
</tr>
<tr>
<td>2 November</td>
<td>Interviews</td>
</tr>
<tr>
<td>January 2024 to March 2024</td>
<td>Syllabus Artist Recruitment</td>
</tr>
<tr>
<td>March–May 2024</td>
<td>Syllabus VII Planning</td>
</tr>
<tr>
<td>Early June 2024</td>
<td>Syllabus VII gathering 1: Hosted by Wysing, 4 days onsite. Focussed on getting to know each other, identifying key themes and sharing practice.</td>
</tr>
<tr>
<td>late June 2024</td>
<td>Syllabus VII gathering 2: Online. Host TBC. Focussed on planning and sharing work</td>
</tr>
<tr>
<td>End July 2024</td>
<td>Syllabus VII gathering 3: Offline. Host TBC</td>
</tr>
<tr>
<td>November 2024</td>
<td>Syllabus VII gathering 4: Offline. Host TBC</td>
</tr>
<tr>
<td>January 2025</td>
<td>Syllabus VII gathering 5: Offline. Host TBC. Recruitment for Syllabus VIII begins (Permanent Partners)</td>
</tr>
<tr>
<td>March 2025</td>
<td>Syllabus VII gathering 6: Hosted by Wysing</td>
</tr>
<tr>
<td>April 2025</td>
<td>Evaluation and reflection</td>
</tr>
</tbody>
</table>

**Recruitment Process:**

The deadline for applications is 12 midnight on Monday 2 October 2023.

We use Submittable (an online application portal) for applications. Applications can be made via text, audio or video – please use whichever methods you prefer.

**Access the Submittable portal here:** https://wysingartscentre.submittable.com/submit

You will need to create a Submittable account. Once you have set up an account you can return to your application any time up until the deadline. 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.

Applications can also be made in video or audio format if required. If there is another method that you would prefer to use to apply due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

**In your application, you will need to include:**

1. Your CV, including details of your previous employment and relevant work experience.
2. What interests you about the post and working on the Syllabus Programme? Please use this section to explain why you want to work on the Syllabus programme.

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 for two referees.

6. Your access document (if applicable).

After we have reviewed applications, we will contact shortlisted applicants to join us for an interview and site visit.

We expect that interviews will be held on Thursday 2 November.

Wysing’s Senior Programme Curator, John Eng Kiet Bloomfield, is available to have an informal conversation about the position. Please email john.bloomfield@wysingartscentre.org

**Equity, Diversity and Inclusion:**

As a Disability Confident Leader, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate your disability in your application so that you can be interviewed if you meet the minimum criteria.

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in the arts sector and we’re committed to doing what we can to correct this. We are particularly keen to receive applications from those who identify as global majority; d/Deaf or disabled people; people who identify as being LGBTQ+; people who have a mental health condition; and people who identify as working class now or in the past.

We recognise that people have commitments and responsibilities outside of work, therefore Wysing supports flexible working.

**Syllabus Partners**

**About Eastside Projects**

Eastside Projects is an artist-run multiverse based in a free public gallery in Digbeth. We say multiverse because ‘organisation’ or ‘space’ are not enough. We mean that we imagine Eastside Projects as a process, as a place where multiple narratives and experiences coexist, where we make visible an evolving set of possible realities.

We commission artists, make art, think-in-public, curate exhibitions, programme events, work alongside communities, build relationships, create production facilities, support artists, produce
public art projects, generate and apply research, develop talent, train artist-curators, and imagine new realities.

Eastside Projects is an evolving process. We believe in working alongside others towards change and do so to support Birmingham. Our programming aims to build active communities of interest who contribute and co-produce, rather than simply consume culture. Since 2008 we have brought world-class art to our city, now we want to build a constellation of collaborators who, with us, will explore and expand the role of the artist in public life & support our city and its citizens.

Together we make art.

https://eastsideprojects.org/

**About Spike Island**

Spike Island is more than just a building; we’re a public space where people can discover and connect with art, feel inspired, and learn something new or unexpected.

We celebrate the very best of international contemporary art in our museum-scale gallery spaces, while also supporting artists to develop, produce and present innovative work throughout their careers.

We want to make Bristol a great place to see and make art. That’s why Spike Island provides a home to a community of over 70 artists, designers, makers, artist-led organisations and creative businesses, right in the heart of the city.

https://www.spikeisland.org.uk/

**About Studio Voltaire (Associate Partner)**

Studio Voltaire is one of the UK’s leading not-for-profit arts and education organisations. Championing emerging and under-represented artists, we commission and produce exhibitions, collaborative projects, artist development programmes, live events and offsite projects.

Studio Voltaire is a registered charity and part of Arts Council England’s National Portfolio. We fundraise for our work through the kind support of individuals, sponsors, public funders, charitable trusts and foundations, and sales of our renowned limited edition artworks from House of Voltaire.

https://studiovoltaire.org/