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WYSING ARTS CENTRE YOUNG PEOPLE'S PROGRAMME COORDINATOR

RECRUITMENT PACK SEPTEMBER 2022



Hinchingbrooke School visit Wysing Arts Centre, 2019. Photo: Jay Parekh

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About Wysing Arts Centre

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

Established in 1989, Wysing Arts Centre is a progressive organisation in a rural setting. 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 has recently initiated 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

The Role: Overview

The Young People's Programme Coordinator is part of Wysing's programme team and works alongside the Director, Senior Programme Curator, Assistant Curator and Digital Producer, supported by the Programme and Operations Assistant.

The purpose of the role is to devise and deliver a dynamic, relevant, integrated programme of activity that has imagination, learning, and creative co-production at the heart, with a particular focus on young people (our definition includes children) who have been marginalised, and who experience rural isolation. The post-holder will work closely with Wysing's network of artists as well as introducing new artists to the programme, to develop activity alongside partner organisations across the region, including in the youth and education sector.

We are looking to appoint someone who is motivated, collaborative and empathetic, driven by the potential to meaningfully impact the lives of young people.



Wysing Ceramic Studio Open Morning, 2022. Photograph: Chloe Page

Position: Young People's Programme Coordinator

Hours: 30 hours per week

Working pattern: Flexible. Occasional evening and weekend working necessary (Wysing operates a TOIL system).

Location: Site based at Wysing in Bourn, but with some travel required around the Eastern region.

Salary: £26,000-£28,000 pro rata

Contract: Permanent, subject to review in the first three months

Reporting to: Director

Key Responsibilities

- Working within the resources of Wysing's team capacity, budget and site, develop, manage and co-ordinate the delivery of Wysing's learning and participation programme. This includes Creative Youth Council, Young People's Festival and Summer School, year-round workshop programme, as well as engagement with schools and higher education.
- Work with the wider Programme Team to develop and deliver opportunities for artists to co-produce work with young people.
- Manage and initiate partnerships, developing and seizing opportunities for meaningful collaboration and co-production, on and off site.
- Make active use of Wysing's resources including the recording studio, digital platforms, ceramics studio, fields and woodland.
- While working with the wider team, take the lead on ensuring that the programme is planned effectively, delivered on time and to budget.

Main Tasks

- Working collaboratively and transparently within Wysing's programme and operations teams, develop and deliver learning and participation programmes on and off site.
- Maintain existing / develop new partnerships with a wide range of groups and organisations to ensure access for young people who have been marginalised.

- Provide a safe, relevant and supportive environment for young people to access Wysing's programme.
- Develop and manage activity, and drive engagement for, Wysing's Creative Youth Council, empowering participants.
- Co-ordinate visits from schools and further education colleges and organise teachers' events to support learning and activity related to the National Curriculum and Arts Award.
- Support the development and delivery of Wysing's audience development plan.
- Ensure that adequate documentation, evaluation and reporting for all children and young people's programmes is in place and used as a resource to provide feedback, shared with funders, partners and the wider team, taking improvements forward.
- Prepare risk assessments and participant sign-in information for all activity.
- Be the lead child protection officer for Wysing and review child protection procedures.
- Plan effectively, ensuring smooth delivery with Wysing's wider team, leading / attending meetings, communicating programme requirements and plans clearly and in a timely fashion.
- Lead on administrative tasks relevant to the area of work including accurate budget management and forecasting, and prompt payment processing.
- Lead on preparing and delivering contracts for partners, and freelance workers including artists and workshop leaders.
- Manage relevant areas of work delivered by colleagues in supporting roles including the Programme and Operations Assistant, volunteers and freelancers.
- Build new / maintain existing relationships with volunteers and freelancers.
- Represent the organisations to stakeholders and funders, leading and attending external meetings as required.
- Provide written content for funding bids, for Wysing's website and other marketing material.
- Key holding responsibilities.
- Work in accordance with Wysing Arts Centre's Health & Safety, Environment and Equal Opportunities Policies at all times.

Essential knowledge and 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, youth support networks and the education landscape.
- Experience of working directly with artists.
- Experience of monitoring projects, evaluating and 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 be creative and work within budgetary limits / effective budget management.
- 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.
- 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 coordinating a learning programme in a contemporary arts centre or museums environment.
- Good knowledge of the national curriculum.
- 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.



Young people working in Wysing's Ceramics Studio and Recording Studio 2021. Photographs: Lucy Shipp

Wysing's Vision, Mission, Values and Aims

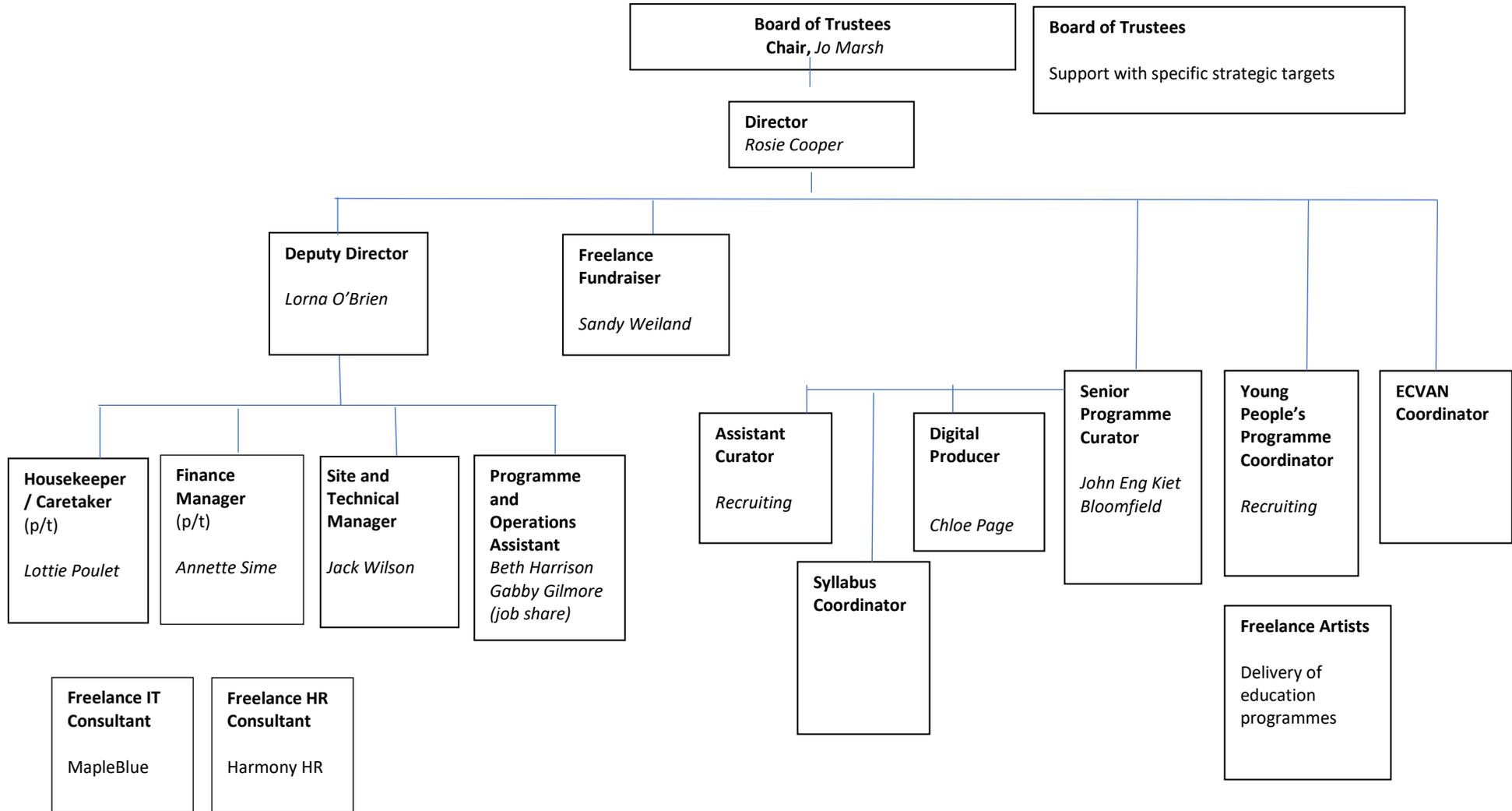
Vision: To cultivate the freewheeling imagination.

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.

Organisation chart



Recruitment Process:

The deadline for applications is **9am on Monday 10 October 2022.**

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. 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 you have any other access requirements that will enable you to make an application to us, please contact us.

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 for two referees.

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

Wysing's Director, Rosie Cooper, is available to have an informal conversation about the position. Please email rosie.cooper@wysingartscentre.org.

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 20 October 2022.** Wysing reserves the right to amend this recruitment timeline.