

# Syllabus

## WYSING ARTS CENTRE SYLLABUS COORDINATOR

RECRUITMENT PACK FEBRUARY 2025



Syllabus VII cohort and partners outside Prayer Room, gathering organised by Eastside Projects, August 2024

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### **About Syllabus**

Syllabus is a collaboratively produced alternative learning programme for artists that runs over a ten-month period and is developed collaboratively with participants, partner institutions, artistic advisors and the Syllabus coordinator.

Established in 2015, it is currently led by Wysing Arts Centre, in partnership with Eastside Projects (Birmingham), Spike Island (Bristol), Ps<sup>2</sup> (Belfast), New Art Exchange (Nottingham), SITE Gallery (guest partner) (Sheffield), and Studio Voltaire (associate partner) (London). Previous partners include Iniva (London), S1 Artspace (Sheffield) New Contemporaries (roaming), TACO! Projects (London), 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.

We relaunched Syllabus in June 2024 with a newly expanded programme, including bursaries and access costs, an online programme, an annual guest partner, robust evaluation and a dedicated Syllabus coordinator.

#### **Syllabus aims to:**

- Convene a co-produced artist development programme built around peer to peer learning opportunities for artists who are at a point in their career where they would benefit from an intensive period of professional and practice development.
- Diversify the arts sector
- Create new, cross-UK, peer led artists' networks.
- Support collaboration between a range of arts organisations to share learning and promote best practice in artist development, equity and diversity.
- Reach artists with a range of practices to bring together individuals from across the UK who have not yet (or not recently) had access to similar programmes. 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.

#### **Activity:**

- Each year's Syllabus programme is built around a series of co-produced gatherings hosted by the partner organisations.
- During the first gathering at Wysing, the Syllabus Coordinator, the Artist Advisor (recruited annually), Syllabus artists and staff from the partner organisations collaborate to identify broad themes for the next year. These form the starting point for an evolving, responsive curriculum that supports individual and collective artistic development, and provides access to networks and knowledge across the ten months of the programme.
- Across the ten months the Syllabus Coordinator works with staff from the partner organisations, Syllabus artists, and the Artist Advisor to shape and

programme each gathering. Examples of previous gatherings can be found at: <http://www.wysingartscentre.org/archive/retreats/>

- Between the gatherings, participating artists can access online activity and mentoring, discussions are continued remotely, with texts and reading lists uploaded onto a shared drive.
- Syllabus VIII will take place between June 2025 and March 2026, with recruitment for the cohort of ten artists completed in March 2025.



Experimental radio workshop with Shortwave Collective at TACO!, London, September 2024

### **About Syllabus partner organisations:**

**Wysing Arts Centre, Cambridge** is based in rural Cambridgeshire. Set across 11 acres and comprising studios, accommodation, fields, a woodland, ceramics and recording facilities, Wysing supports artists through residencies and commissions, engaging publics of all ages through workshops, events, online activity and gatherings. Wysing celebrates the freewheeling imagination; it supports ideas and practices that shape the world. More can be discovered about Wysing's programme and history at [wysingartscentre.org/](http://wysingartscentre.org/)

**Eastside Projects, Birmingham** 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. <https://eastsideprojects.org/about/>

**New Art Exchange, Nottingham** is a ground-breaking, award-winning and internationally recognised creative space in the heart of Hyson Green, Nottingham. We are dedicated to promoting excellence in culturally diverse contemporary arts through our exhibitions, events and engagement initiatives. <https://www.nae.org.uk/>

**PS<sup>2</sup>, Belfast** = Paragon Studios x Project Space, an artist-led organisation established in Belfast in 1994. We support artists through the provision of nine artists' studios, three workspaces for our annual in-residence programmes for a writer/s, collective, and curator/s and multi-annual artist development programmes. We welcome audiences and artists to our city-centre Project Space which offers a gallery for experimental enquiries. We also work offsite in urban, suburban and rural locations throughout Northern Ireland. <https://www.pssquared.org/>

**Spike Island, Bristol** 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 best of international contemporary art in our museum-scale gallery, while supporting artists to develop, produce and present innovative work throughout their careers. Spike Island provides a home to a community of over 70 artists, designers, makers, artist-led organisations and creative businesses, in the heart of the city. <https://www.spikeisland.org.uk/>

**Studio Voltaire, London** 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>

**Site Gallery, Sheffield** is the city's international contemporary art space, specialising in moving image, new media and performance. Pioneering emerging art practices and ideas, we work in partnership with local, regional and international collaborators to nurture artistic talent and support the development of contemporary art. We work with early career to established artists to commission new work, produce solo and group exhibitions, host residencies, deliver performances, lead workshops and co-produce our young people's programmes. <https://www.sitegallery.org/>

## **The Role: Overview**

We are seeking a highly organised, collaborative and creative person who is committed to artist development and excited by the possibilities of non-hierarchical, peer-to-peer learning.

The Syllabus Coordinator is an essential part of Syllabus, providing pastoral care, mentoring and coordination of the programme, ensuring effective collaboration between partners, artists and the Advisor, building an atmosphere of mutual learning.

All Syllabus partner organisations 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, racialisation, gender identity or sexuality, disability or long-term health condition, pregnancy, maternity or marital status, religion or belief, and class background or class identity.



Syllabus artist cohort picnic in Bristol, gathering organised by Spike Island, 2020

**Position: Syllabus Coordinator**

**Hours:** 22.5 hours per week (three days).

Som evening and weekend work will be necessary, with hours claimed back under Wysing's TOIL system.

**Working location:** Wysing Arts Centre, Fox Road, Bourn, CB23 2TX, with remote working patterns considered and the potential to hotdesk with different partner organisations.

**Salary:** £29,000 pro rata

**Contract:** 2025-2031, subject to review in the first three months

**Reporting to:** Director, Wysing Arts Centre

**Key Responsibilities**

- Coordinate the Syllabus Programme, including recruitment, marketing, planning, delivery and evaluation.
- Organise the Syllabus network of partners, ensuring clear and open communication and processes.
- Working with the annual Artist Advisor, plan the first gathering at Wysing and facilitate planning sessions between artists and Syllabus Partners, as well as scheduling regular catch-up meetings to support connection between gatherings.
- Provide 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, sharing with partners, and shaping internal processes and procedures in response.

**Detailed responsibilities****Recruitment**

- Coordinate a transparent, accessible and streamlined recruitment process for each year's cohort, including an open call and 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 who have been interviewed.

**Marketing/Digital**

- Work with Wysing's Digital Producer and Syllabus Partners to promote Syllabus's annual open call for artists, Guest Partner and Artist Advisor, ensuring strategic reach.

- Work with Wysing's Digital Producer to share Syllabus programme activity and support relevant digital and online strategies including Wysing's websites and social media outlets.

#### 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.
- Facilitate collaborative and effective planning sessions between the ten artists and Syllabus Partners.
- Maintain exemplary planning and delivery of the Syllabus programme, underpinned by excellent communication internally and externally, working with the artists and partners to ensure that projects run on time and within budget.
- Contribute ideas for the programme, ensuring that Syllabus is engaged in new trends in art, culture, artist-led methodologies and alternative education models, 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.
- Manage the Syllabus budget and lead on annual reporting to Syllabus's key funder, Freelands Foundation.

#### 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 Wysing's Director and Syllabus Partners and convene regular feedback review 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.
- Ensure that artists build an active relationship with key points of contact in Partner organisations, through mentoring sessions.

#### General

- Support Wysing to embed access, equity and anti-racist, anti-ableist practices 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, Equity, 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.
- Good communication skills.
- Excellent organisational and administrative skills.
- Proven ability to manage multiple tasks and priorities.
- Good knowledge of current trends in contemporary art.
- Knowledge of digital media platforms including Instagram, Facebook, YouTube and Vimeo.
- An interest in alternative learning and artist-centred development models.
- Ability to work and contribute as part of a team.
- Empathy with the vision, values and aims of Wysing Arts Centre.
- 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, anti-racism and anti-ableism.

### Desirable

- Experience of working within the visual arts.
- Experience of managing a partnership network.
- Experience of budget management.





Syllabus VI cohort, 2018

### **Wysing's Vision, Mission, Values and Aims**

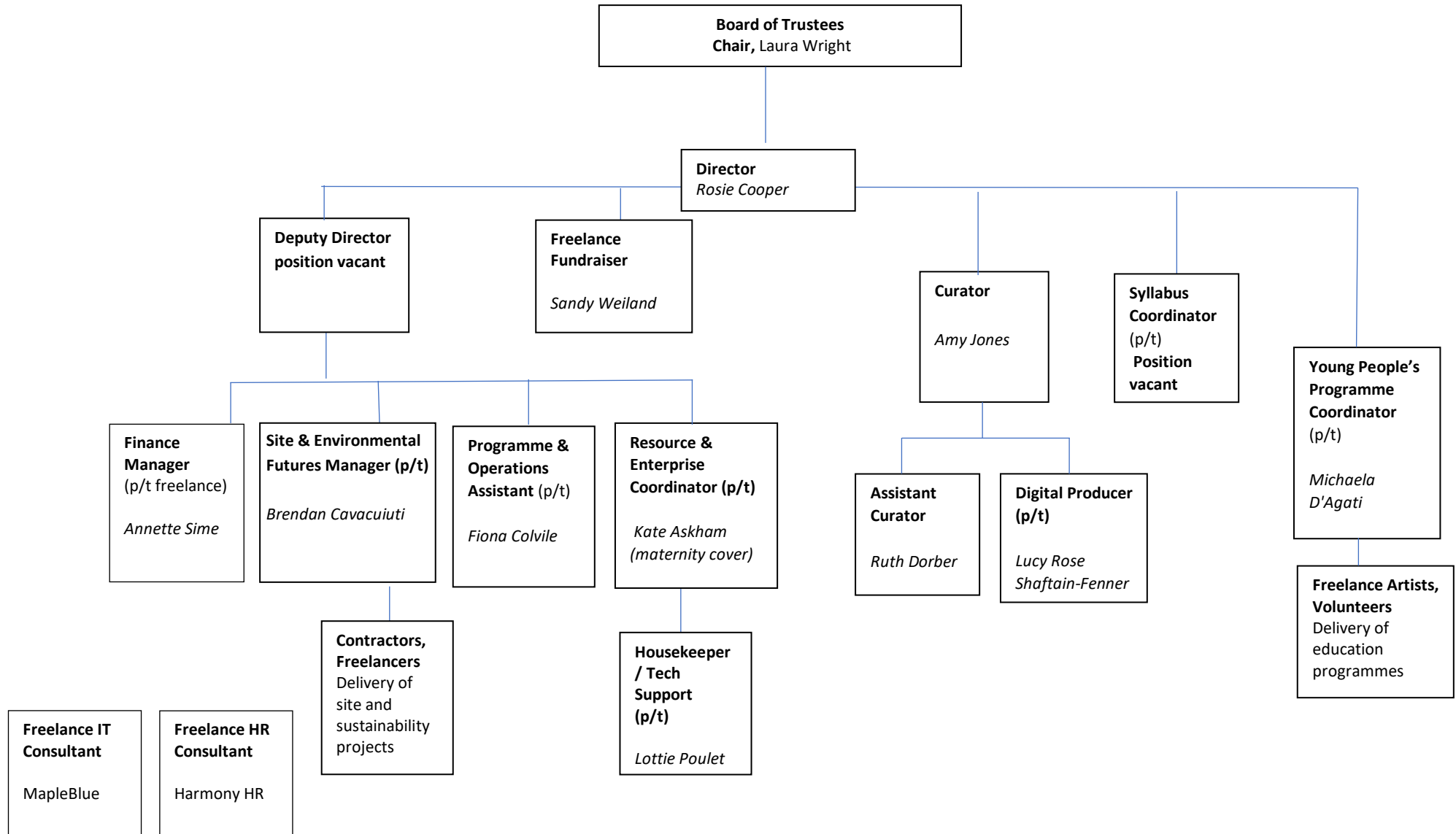
**Vision:** To cultivate the freewheeling imagination.

**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.

## Wysing Arts Centre's Organisation Chart



### **How to Apply and Recruitment Process:**

The deadline for applications is **12 midnight on Monday 10 March 2025**.

We expect that interviews will take place on **Tuesday 18 March 2025**.

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.](#)

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. What interests you about the post and working at Wysing Arts Centre?**
- 2. Clearly demonstrate how your skills, abilities, and experience match the key points in the job description and person specification, covering what you would uniquely bring to Syllabus and why this role is right for you, now.**
- 3. A CV, maximum 2 pages**
- 4. Your contact details.**
- 5. Contact details for two referees.**

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

### **Equity, Diversity and Inclusion:**

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.

As a Disability Confident Leader, where possible and proportionate within the number of interview spaces available, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate if you identify as disabled in your application so that we can aim to ensure that we shortlist you for interview should you meet the minimum criteria.