**Artistic Support Recruitment Pack 2024**

Job Title: Artistic Support, Workshop team

Outline: Descriptions of these roles are provided at the end of this form

Location: Working various Young At Art, Education and Engagement Projects in schools and arts venues.

Working Hours: Freelance, schedules will be agreed upon post recruitment. Due to the nature of the workshops, hours will take place in school hours.

Payment: £15 per hour planning and preparation rate, £20 per hour delivery. Payment is requested via invoice.

Contract: This is a freelance contract, which is reviewed on a yearly basis.

Expenses: Expenses reimbursed by prior agreement with YAA (where reasonably incurred and properly documented).

Clothing: All Workshop Staff will be provided with a Young at Art branded T-shirt that they will wear during their engagement.

Training: All Artistic Support will be required to attend a paid training session, likely a one day session. Date TBC.

# Young at Art is a not-for-profit organisation. It operates a range of policies that respectively promote equality, health and safety and the protection of children from harm and the well-being of volunteers. All candidates for this post are expected to be committed to upholding these policies and additional checks may be required for the successful applicant.

**How to apply:**

All applicants must complete an application form below and return it by email to Young at Art (email address on the form).

CVs, incomplete and late applications will not be considered.

# About Young at Art

## Background

## Young at Art was established in 1998 to run an international arts festival for children and young people. It quickly expanded, incorporating as a limited company in January 2000, and extending to a year-round programme comprising commissioning, touring, action research, engagement and development work. The Belfast Children’s Festival (still the anchor of its annual programme) recently celebrated its 26th year. It is one of the largest in the UK and Ireland with approx. 26,000 children and adults attending both free and ticketed events within a ten-day programme each year.

## The year-round programme combines education and engagement activity, special projects and commissions, artists’ development and touring.

## Young at Art is a registered company with charitable status, recognised by the NI Charities Commission. It receives core funding form the Arts Council of Northern Ireland, Belfast City Council, Paul Hamlyn Foundation, Ragdoll Foundation, Future Screens NI and Arts & Business Blueprint Programme. It undertakes significant fundraising each year as well as generating earned income through its Festival and special project activity.

## Strategic Framework

**What do we do?**

Young at Art creates and curates exceptional and innovative arts experiences for all children and young people.

**Why do we do it?**

Because we need creative people.

**How do we do it?**

Young at Art will be:

1. Risktakers

* Present children and young people with ambitious, innovative arts activities and events
* Empower children and young people to unlock, develop and express their creativity
* Lead the way in developing new creative approaches

2. Placemakers

* ‘The arts are for you’
* Enable children and young people to connect with the wider world around them
* Enable children and young people develop their sense of who they are and what they can be

3. Changemakers

* Listen, Learn and Lead
* Empower children and young people to creatively shape their futures
* Influence others to place children and creativity at the heart of what they do

Our activities are underpinned at all times by our Values:

* Child-led
* Quality and Excellence
* Accessibility
* Innovation
* Respect

**Job Description – Festival Event Staff**

**RESPONSIBLE TO:**

* Education and Engagement Co-Ordinator
* Lead Artist Facilitators

Artistic Support report directly to the above individuals, taking all instruction for timetabling, attendance and codes of conduct from the Education and Engagement Co-ordinator, and instructions during workshops from the Lead Artist Facilitators.

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| Role: Artistic Support play a key role ensuring that our workshops run smoothly, assisting Lead Artist Facilitators with workshop delivery. They encourage inclusive and safe participation, while interacting with participation using our child-led methodology.  Artistic Support are also vital in the evaluation process, playing a key observation role in workshops and feeding back to the Lead Artist Facilitator and Education and Engagement Co-ordinator. |

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| Responsibilities: ***Workshops***   * Assist with the set up and take down of workshops. * Work as a part of a team to ensure smooth running of the workshop. * Use Child-led practices and methods to interact with participants and encourage inclusive participation. * Implement Young at Arts Health and Safety, Safeguarding and Child Protection Policies in all workshops. * Observe behaviours and feedback from participants and school staff, feeding back to Lead Artist Facilitators and Education Co-ordinator. * Ensure that workshops proceed in a timely manner.   ***General***   * Reporting and recording any incidents, accidents or irregularities as appropriate * Encouraging a welcoming, enthusiastic and upbeat atmosphere amongst staff and volunteers * Contributing to workshop evaluation * Invoicing in a timely manner. * Agreeing schedule with Education Co-Ordinator, arriving to each workshop in a timely manner * Maintaining clear communication with Education Co-Ordinator |

**Person Specification**

Young at Art seeks the optimum candidates who can best meet all Essential Skills and Abilities and can most closely demonstrate the Desirable Skills and Abilities.

Applications that do not meet all Essential Skills and Abilities will not be considered. Young at Art reserves the right to weight key skills within the selection process.

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| Essential Skills and Abilities  * Excellent communication skills especially with children * Able to be proactive and take initiative when required * GCSE in English and Maths or equivalent |

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| Desirable Skills and Abilities  * Experience working within the arts * Experience working with Children * Experience or knowledge in Child-Led methodology and practices * Experience in workshop assisting * A current First Aid certificate and Health and Safety awareness * Awareness of child safeguarding * Ability to speak Irish at a conversational level |

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| Personal Attributes  * A committed and reliable team player * Friendly and approachable * Flexible, open-minded and adaptable, a quick and calm thinker * Appreciative of the rights of children and young people * Interest in and enthusiasm for the arts * Trustworthy and honest * Commitment to training and induction |

**CONFIDENTIAL APPLICATION FORM**

Applications must be completed using original MS Word application form. Please complete the form as fully and concisely as possible based on the Person Specification and other job information supplied. Do not enclose any other materials.

Please return your completed application and monitoring forms to ecucationcoordinator@youngatart.co.uk. Please ensure you include the name of the post you are applying for in the subject line of the email. It is the applicant’s responsibility to ensure their application arrives in time and in the appropriate format.

**For Young at Art office use only:**

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| Application No: | Date Received: | S/L |
|  |  | Y/N |

**SECTION 1: PERSONAL INFORMATION**

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| --- | --- | --- | --- |
| Name in Full: |  |  |  |
| Address: |  |  |  |
|  |  | Post Code: |  |
| Tel No (day): |  | Mobile: |  |
| Tel No (eve): |  | Email: |  |

**SECTION 2: MEETING THE CRITERIA FOR THE POST**

1. Based on the Person Specification**,** please show how you meet the essential criteria, desirable criteria and personal attributes for the position you are applying for. Please supply concise information on all relevant criteria with specific examples from your previous work, studies or volunteering experience. If you do not directly address the specification, we are unable to consider your application. (300 words)
2. Please tell us why you would like to work for Young at Art. What special skills and interests do you possess? (200 words)

**Additional Information: Yes No**

Do you speak any language, other than English, fluently/semi-fluently? ⬜ ⬜

If yes, please specify:

**SECTION 4: REFERENCES & DECLARATION**

Please supply the names and contact information for two referees. These should not be family members but can be from previous employment, voluntary work or studies. Please note, this is for child safeguarding and we cannot consider your application without them.

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| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Relationship: |  | Relationship: |  |
| Contact number: |  | Contact number: |  |
| Email: |  | Email: |  |

**DECLARATION OF APPLICANT**

This section of the form must be completed or your application will not be considered.

Young at Art is committed to protecting children and young people, and keeping them safe from harm. It is also committed to promoting equality and discouraging discrimination. Staff, volunteers and artists are required to comply with its policies on Child Protection, Health & Safety, Equality and Volunteers.

By signing this form, I agree that if offered work with Young at Art, I will uphold and support all aspects of its policies as detailed above. I give my permission that my referees may be contacted and that the information provided may be used to carry out any necessary background checks. I understand that this information will be held confidentially and may not be used for purposes other than described.

I declare that the information on this form is correct and nothing has been omitted, which to the best of my knowledge might affect this application. I also declare that I am legally permitted to work in the UK and will comply with the checks required to verify this including production of valid identification documents.

I declare that I am over the age of 18.

**Signed: Date:**

NB: Please return with a digital or scanned signature. If you are unable to do so, your declaration of the statement above will be assumed and you will be required to sign a copy of this form should you be selected for interview. Inaccurate or misleading information in this form will result in applications being omitted from consideration, and any offers of interview or appointment being withdrawn.