



Visual Arts Content Producer / Administrator

AccessArt is excited to recruit a new member of the team.

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Introduction

AccessArt is recruiting a Visual Arts Content Producer and Administrator. The successful applicant will join a close and enthusiastic team of four, supported by Trustees, to contribute to a growing and highly creative organisation.

We are looking for someone with an entrepreneurial spirit, whose skill set includes both practical, pragmatic, organisational skills with innovative and creative thinking. You should be excited by the idea of using your skills to benefit others, and enjoy the ability to network and pull people together to create a supportive community. Ideally you will have empathy or knowledge of the sectors in which we operate (visual arts and education). Although you will be working by yourself remotely, the team works very closely together online with many zoom meetings.

Your role will include working alongside (remotely) existing team members to help build your knowledge of the organisation and learn appropriate skills, working on projects to help build new audiences, liaising with artists, artists educators and teachers to help create content for the AccessArt website, helping with marketing and website admin, including memberships.

December 2020

www.accessart.org.uk

Paula Briggs info@accessart.org.uk

Status of Employment

The role is offered on an employed basis of 0.6 / 21 hours per week. Salary £16,380.00 (£27,300 FTE). Offered as a permanent contract with an initial 3 months probation period.

The successful applicant should be based in the UK. All employees and freelance consultants work for AccessArt remotely (from home), even outside Covid lockdown.

Line-Managed by: Paula Briggs, Creative Director

Timeline

- Deadline for Receipt of Applications: 22.00 pm January 25th 2021
- Shortlist Contacted: February 4th 2021
- Interviews (via zoom): February 17th 2021
- Role Begins: March/April 2021 (tbn)

How to Apply

Application is by CV and Supporting Statement. Shortlisted applicants will be invited to undertake a short project for presentation at a zoom interview. Next stage candidates will be invited for a second interview.

Please submit:

- CV
- Supporting Statement: This should outline how you meet our essential / desirable requirements (below) and describe and demonstrate your interest in, and commitment to, the arts education for all. Please give examples where possible, including links and images. Your statement should demonstrate that you embrace of the importance of visual arts education for all and a desire to work towards the common good, often through celebrating the individual, in all their diversity.
- 2 Referees, including contact details.

Please address your application to Paula Briggs and email your submission to info@accessart.org.uk

Job Description:

Work alone and alongside (remotely) existing team members to learn appropriate skills and understand how AccessArt operates, to enable you to:

Content Creation

- Liaise with artists, educators, teachers to create posts for AccessArt. The educator will provide the content and you will create and edit the post using Wordpress.
- Manipulate images using Photoshop or equivalent for the above posts.
- Add the posts to the existing repository of resources on the AccessArt website.
- Support existing projects within the organisation by helping to create webpages and helping with communication and marketing.
- Helping to devise new projects as a result of identifying opportunities.
- Joining in with team-based creative brainstorming sessions.

Membership Administration

- Process new members to the organisation. This involves a series of interactions between MemberMouse (membership software), Paypal, GoCardless, Clearbooks (payment and accounting software). Full training will be given.

Audience Building

- Use EmailBlaster to create mailers to send marketing to the AccessArt subscribers, to share the new posts.
- Update social media accounts with new resources, nurture relationships, help identify opportunities.
- Supporting zoom-based cpd and marketing sessions by presenting and representing the organisation as a member of the team.

Equality of Opportunity and Access:

AccessArt does not discriminate on the basis of gender, sexual orientation, marital or civil partnership status, any gender reassignment, race (including, colour, nationality, ethnic or national origin), religion or belief, disability or age, pregnancy or maternity or part-time or full-time worker.

We are keen to attract a wide range of interest in this role. We hope to encourage those who are currently underrepresented voices in our sector to apply.

Please let us know whether if shortlisted, and invited for interview, you require any particular access requirement.

Find out more about AccessArt

www.accessart.org.uk/inspirational-visual-arts-resources/

www.accessart.org.uk/special/

www.accessart.org.uk/teamaccessart/

www.accessart.org.uk/inspirational-visual-arts-resources/board-of-trustees/

@accessart facebook and twitter

@accessartorguk Instagram

AccessArt Visual Arts Content Producer and Administrator

Attributes	Essential	Desirable	Mode of identification
Qualifications	Education to H.E. level, in Art and Design	Masters in Art/Design or Arts Admin	Application
Experience	Minimum of 2 years in a relevant (arts or education) organisation or environment (voluntary or paid) Interest in arts education	Minimum of 2 years in terms of life experience ideally able to demonstrate entrepreneurial / business capacity Knowledge of arts education in a particular or variety of contexts. Understanding of curriculum issues	Application
Specialist Knowledge	Very able to work digitally, experience using Wordpress Able to manipulate images (Photoshop) for web publication Able to use Zoom to present to an audience Able to use word docs and spreadsheets Strategic understanding of use of social media to build audiences Experience in visual arts (drawing, painting, sketchbooks, film etc)	Experience of interfaces such as GoCardless, Paypal, Emailblaster	Application Interview
Communication	Excellent copywriting and attention to detail Effective and accurate verbal and written communication Close attention to detail and good grasp of English language Puts forward ideas confidently		Application Interview Task
Teamworker	Creative, self-starter Able to work in a small team, independently and collaboratively Able to take initiative when needed Able to take responsibilities Nurtures individual relationships with people from diverse backgrounds Able to take instruction and follow protocol		Application Interview
Personal qualities	Excited at the prospect of building the organisation Organised, flexible, quick learner Work to deadlines Think laterally, creatively and analytically Be excited by large vision, and understand how that vision can be reached through attention to detail Practical and efficient		Application Interview Task
Specialist working conditions	Commitment to GDPR privacy policy and data collection and in marketing Commitment to equality of opportunity Commitment to the safeguarding and child protection policy		Application Interview Task