

# Engagement Producer Information and Application Pack

## Introduction

Artes Mundi is the key internationally focused flagship visual arts organisation in Wales generating unique opportunities for individuals and local communities to engage creatively with the urgent issues of our time in ways which resonate with us all. We are committed to stimulating dialogues and debates, internationally and locally, that develop greater understanding of ourselves, of others, and of the relations between familiar and distant cultures.

For the Artes Mundi 9 exhibition we are looking to appoint six Engagement Producers who will work with us develop and deliver new creative routes into the Artes Mundi 9 exhibition. The Engagement Producers will work closely with the exhibition, the Artes Mundi team and each other to develop content for tours, workshops and events that relate to the work in the exhibition. To find out more about the Artes Mundi 9 shortlisted artists, please click here to view a short presentation: <https://prezi.com/view/95RTXnDwUoIvLcGr070B/>

## The Role

Each of the six Engagement Producers will be responsible for developing and delivering a set of events, activities and outcomes as listed below. As a means to identify and structure this aspect of our overall public programming, each will be assigned to undertake in-depth research into one of the shortlisted Artes Mundi 9 artists. As a network, and with the rest of the Artes Mundi team, we will find commonalities, shared issues and thematic connections between the shortlisted artist's work and practices, building a wide and generous bank of resources and creative activities for our audiences.

The Engagement Producers will be enthusiastic about culture and in ideas which are inspirational, inclusive and creative. We are particularly interested in those with an imaginative and flexible approach to achieving outstanding results. The role requires an ability to engage with audiences and to communicate complex ideas clearly in conversation and through creative acts of making. You do not need to have any specific qualifications or work experience to be eligible for this role but we are interested in hearing from artists, researchers and creative practitioners from all disciplines, experience and career levels.

## Duties and responsibilities for events and outputs

These will comprise:

- Writing and recording an audio tour for part of the Artes Mundi exhibition in consultation with curatorial team
- Leading five 'tour days' of the exhibition for members of the public in person and online (approx. six sessions per day) via Instagram Live or alternative digital platform\*
- Designing and delivering a creative activity or workshop for children and their families\*
- Designing and delivering a creative activity or workshop for secondary school and/or college groups\*
- Contribute to Artes Mundi's online Journal through the creation of new content
- Contribute to Artes Mundi's social media activity
- Give feedback about and contribute to the evaluation of the Engagement Producer role and programme

*\*These will be designed depending on Government Guidelines and alongside the practices of National Museum Cardiff and Chapter.*

The Engagement Producer opportunities are offered on a freelance basis. However we anticipate that this will equate to approximately 12 days work that must be spread across the duration of the exhibition.

## **The Person**

We want to work with people who:

- Are open, curious and passionate about culture, the arts and communities in Wales
- Are interested in sharing their ideas and are interested in listening to other's
- Enjoy learning new things and taking on challenges
- Can work independently but are comfortable asking for support and guidance

We would be interested to hear from applicants who are Welsh-speakers or are confident speaking and writing any other languages. Similarly, we are interested in hearing from those applicants who have in-depth knowledge or lived experiences that connect with the thematic ideas and issues inherent within the practices of one of the Artes Mundi 9 artists.

While primarily supported by and responsible to the Curator of Public Programmes, Engagement Producers will have contact with and be supported by the whole Artes Mundi team. As a network and a wider team, we have the skills, knowledge and experience to support each other in creating our programme. For this opportunity we are specifically looking for ambitious ideas and individuals who can demonstrate a strong connection to the work of one of the Artes Mundi shortlisted artists. In addition, desirable knowledge and skills for this role include:

- Experience or understanding of how to work with children and young people
- Experience or understanding of how to work with schools and colleges
- Experience or skill in telling stories or leading tours
- Research skills (reading, watching, listening to, and finding relevant materials)
- Understanding of how to establish and identify connections between international conversations and local context
- Experience of making, writing and/or performing
- Experience of collaborating with other artists and creative people
- Openness and understanding of the editing process when working with others including Curators and Producers

## **What we will do to support you to do your best work**

The Engagement Producers will work closely and collaboratively with the Curator of Public Programmes. Under current circumstances concerning Covid-19, you will have regular contact time via Zoom, and when and where possible, socially distanced meetings in person.

We are committed to providing an environment that nourishes meaningful participation and positive learning experiences. The Curatorial team at Artes Mundi will provide guidance while you are in post and will act as advisors and mentors to you with additional support from the wider team. The advantages of being a small core team will allow you to have regular contact with key members of the artistic leadership including the Director.

Artes Mundi is committed to ensuring equity of opportunity wherever possible and will support with additional costs that will enable the successful applicants to do their best work. Please contact us directly if there is anything specific you would like to talk to us about.

You will have significant opportunity to grow your confidence and develop your networks with us. You will be given invitations to exhibition openings and creative networking events and opportunities. At the end of this contract we will assist you to prepare for other opportunities, including support with writing applications, preparing for interviews and providing references to any future employers.

## Inclusive Practices

Artes Mundi aims to become a truly inclusive organisation with a workforce and audience whose lived experience is as diverse as the communities it serves. This is fundamental to our future success and ability to continue to contribute to culture and society in Wales and the UK.

Artes Mundi is fully committed to ensuring equality in all our work and we are actively collaborating to create inclusive working cultures. We recognise that there are many people whose experiences and perspectives are not well represented in our work or in the arts sector in Wales. This includes people of colour, disabled people and people from working class communities. We are especially encouraging applicants who can speak to one or more of these experiences and cultures.

## Terms of Appointment

The contract holder will be expected to deliver and undertake some work during evenings and weekends. Appropriate notice will be given.

- Freelance: £20/ hour for 88 hours split across 20 weeks from February - June 2021
- Time and dates of delivery to be scheduled and agreed once in post
- Contract holders must be registered for self-assessment tax with HMRC

## How to Apply

Candidates should apply for this role using the **Application Form** and **Equal Opportunities Monitoring Form**, and submit by email to [opportunities@artesmundi.org](mailto:opportunities@artesmundi.org) quoting **Engagement Producer** in the subject line.

Alternative options instead of in written form are detailed within the application form.

**Closing date for applications:** Sunday 6 December 2020 at 5pm

**Interviews will take place:** Thursday 17 and 18 December 2020

**Initial meeting of the Engagement Producers week commencing:** 18 January 2021

**We look forward to receiving your application.**

**Artes Mundi 9 Engagement Producers 2021  
Application Form**

Reference no For office use only
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First name(s)	Surname
Address	
Post Code	
Telephone	Mobile
Email	

How did you hear about the role?

*This section will be separated from your application form when received and will play no part in the application process*

Reference no  
For office use only

**Each of the six Engagement Producers will research and develop content for activities related to the work of one of the six Artes Mundi 9 shortlisted artists. Please tell us which of the artists you are interested in and why, and how you relate to their practice. To find out more about the Artes Mundi 9 shortlisted artists, please [click here](#) for a short presentation about their work.**

Please write no more than 500 words. Alternatively, you are welcome to supply a 3 minute video or audio recording, supplied as a link to a password protected file on Vimeo, Youtube or Soundcloud or by submitting a downloadable digital file via Wetransfer with this application form

**How would you approach this role? Please detail the structure and content for a tour, workshop or creative activity to be delivered both in person and online, that you would be interested in developing for Artes Mundi 9. Please remember to specify the people you would like to engage with.**

Please write no more than 500 words. Alternatively, you are welcome to supply a 3 minute video or audio recording, supplied as a link to a password protected file on Vimeo, Youtube or Soundcloud or by submitting a downloadable digital file via Wetransfer with this application form

**Knowledge of spoken Welsh or other languages. Please specify language and level (e.g. entry, foundation, intermediate, advanced, proficient)**

Awhile desirable, a second language is not necessary for this post

**Verification**

I confirm that to the best of my knowledge the above information is correct.

I confirm that I am entitled to work in the UK

Data Protection Act

Please note that when you sign this form it gives permission for the application form to be used for recruitment processing. All details will be kept confidential.

Signed:

Date:

Please note that our Equal Opportunities Monitoring Form will have to be completed separately and will not be used for shortlisting in line with our Equality and Diversity Policy.

Completion of this will assist Artes Mundi in our commitment to being an equal opportunities employer.

**Referees**

Please give the details of two referees, one of which should be your current, or most recent employer if you are currently not employed. The other could be a person who can express a professional opinion on your work and your ability to perform the job for which you are applying.

We will not contact referees before an interview.

Name	Name
Job title	Job title
Name of organisation	Name of organisation
Address	Address
Contact Tel	Contact Tel
Contact email	Contact email
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

**Thank you for your interest in Artes Mundi and for taking the time to complete this application form**