

# Public Programme Assistant 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 seeking to appoint a Public Programme Assistant who will work with the Curator of Public Programmes, the team of Engagement Producers and the wider Artes Mundi staff to develop and coordinate new creative routes into the Artes Mundi 9 exhibition. The Public Programme Assistant will assist in the design, delivery and evaluation of tours, workshops and events, both in-person and online, that relate to work presented 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

Reporting to the Curator of Public Programmes, the Public Programme Assistant is a key public facing role for Artes Mundi's audiences and an important position connecting with the Public Programme team. This post is designed to assist with logistical planning, content development and creative delivery for the Artes Mundi 9 Public Programme of events, talks, tours and workshops, ensuring it is of excellence. A key goal is to engage audiences, participants and contributors equitably and fully in our work through design and delivery of activities that are informative, appealing and create a positive experience. Responsibilities and tasks through in-person and digital means are to:

- Support in the administration and running of Artes Mundi's weekly public events, including:
  - Assisting with preparing logistics and process for all events
  - Liaising with event contributors and Engagement Producers
  - Assisting with communication and marketing through social media
  - Managing ticket bookings
  - Arranging access support for audiences and contributors
  - Providing technical support on online platforms including Zoom, Instagram, Facebook, Youtube and Vimeo
  - Support with collecting feedback and evaluation data
- Lead daily and one-off guided tours for the general public and pre-booked groups
- Assist in running family activities at weekends and during school holidays
- Assist in running activity for primary and secondary schools, colleges and universities.
- Collect audience feedback and contribute towards the evaluation of the Public Programme
- Liaise and plan with the Curator of Public Programmes and broader Artes Mundi team

## The Person

We are seeking an individual who can demonstrate a commitment to engaging the widest of groups and communities with contemporary visual arts. This may involve challenging ideas and issues, but we are keen to hear from people who can imaginatively and creatively deal with this through generating ideas toward stimulating and informative activities. 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

This role will be primarily supported by the Curator of Public Programmes but you will also have contact with and be supported by the whole Artes Mundi team.

Essential skills and knowledge includes:

- Planning, organising and coordinating imaginative and creative events and resources
- Producing finished projects while meeting timelines
- Analysing, prioritising and organising their work independently as well as working as part of a team
- Excellent presentation and communication skills, including writing for a range of levels with individuals of all ages and the ability to converse with a wide range of audiences
- Working with people from different backgrounds across a wide range of levels and responsibilities
- Enjoying learning new things and taking on challenges
- The ability to prioritise and work on multiple tasks at the same time
- Being passionate about culture and the arts, and their role in society
- Having good knowledge and computer skills including MS Office package including Word, Outlook and Excel

In addition, desirable knowledge and skills for this role include:

- Having good knowledge and skills for online platforms including Zoom, Eventbrite, Instagram, Facebook, Youtube and Vimeo
- Experience or understanding of how to work with children and young people
- Experience or understanding of how to work with schools and colleges

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

The Public Programme Assistant will work closely and collaboratively with the Curator of Public Programmes who will be responsible for ensuring you are fully supported in your work. Under current circumstances concerning Covid-19, you will have regular contact time via Zoom, 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, daily contact with key members of the artistic leadership including the director in addition to contributing to formal planning and programming meetings. Opportunities will also arise to meet with Trustees.

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., including Welsh speakers.

### **Terms of Appointment**

This position is offered as part time (0.6 FTE of standard 37.5 hours). The post holder will be asked to deliver and undertake work on some evenings and weekends. Appropriate notice will be given.

- 20-week fixed term contract @ 22.5 hours per week
- Salary: £21,000 pro rata per annum
- 6 days holiday (excluding bank/public holidays, based on 25 days full time pro rata)
- Typical office working hours are 9:30am – 5:30pm
- The position is Cardiff based. The Artes Mundi office is situated at the National Museum Cardiff. The Artes Mundi 9 exhibition will be presented at National Museum Cardiff and Chapter, with public programmes at these venues plus g39

This post involves working with children/ vulnerable adults. Your offer of employment may be subject to a satisfactory disclosure from the Disclosure and Barring Services (DBS). Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

### **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 **Public Programme Assistant** in the subject line.

Alternative options for application are detailed in the guide notes in this document.

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

**Interviews will take place:** Monday 21 and Tuesday 22 December 2020

**Ideal start date:** 18 January 2021

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

**Public Programme Assistant for Artes Mundi 9  
Application Form**

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

How did you hear about the role?
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*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
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## SUPPORTING STATEMENT

This is your opportunity to tell us specifically why you wish to apply for the post and what would make you a great Public Programme Assistant at Artes Mundi.

Tell us about how you would approach your work and the role. Use your previous and current knowledge, skills and experiences and provide examples that demonstrate how you would apply these to ideas, values and ways of working relative to the role.

As a guide to structure your statement, you may wish to consider some or all of the questions below.

- Why are you applying for this post?
- Tell us about your passions/ commitment to culture and the arts
- What do you enjoy about learning new things and taking on challenges?
- How do you prioritise tasks?
- Are there specific ways you plan and solve problems?
- How do you work with others and independently?

Overall your statement should be no longer than two sides of A4 at a minimum of 11pt font size. Alternatively, as detailed in the guide notes, this may be submitted as a video or sound recording. If you use this method, then it should be no longer than 10 minutes maximum in duration.

If you decide to submit a video or audio recording, make sure that the recording has minimal background noise. Please do not add in additional effects to these submissions – just speak directly and clearly into the microphone or camera. Video and audio recordings can create large files which might be challenging to send by email so please send us links and passwords to your files on either Youtube, Vimeo or Soundcloud or alternatively email them to us using Wetransfer at [opportunities@artesmundi.org](mailto:opportunities@artesmundi.org) with “Public Programme Assistant” in the subject line.

Reference no For office use only
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**Current or most recent employment (Paid or unpaid)**

Name & address of employer	
Job title	Dates employed
Period of notice required if any	
Give a brief outline of your main duties and/ or responsibilities	

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

A second language is not necessary for this post

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**Other employment and volunteer work (Paid and/ or unpaid)**

Please list the most recent first

From To	Name & address of employer	Role and responsibilities	Reasons for leaving/ moving on

**Education and Training**

Please give details of any qualifications obtained and those currently being pursued, and any training that you have undertaken or that is continuing.

Please list the most recent first

School/ College/ University/ Training Provider	Subjects and grades and/ or Course title	Dates obtained

**Verification**

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

I confirm that I am not in full time education (12 hours or more formal study a week)

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 their 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 email	Contact Tel 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**