

**ARTES MUNDI
NETWORK FACILITATOR:
HELD-SPACE NETWORK FOR GLOBAL MAJORITY
ARTISTS IN WALES**

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 dialogue and debates, internationally and locally, that develop greater understanding of ourselves, of others, and of the relations between familiar and distant cultures.

THE ROLE

The Network Facilitator will work with the Artes Mundi team and with the members of the Held-Space Network for Global Majority Artists to co-design and deliver a programme of events, peer 1-2-1s, crits, research travel, workshops, presentations and meetings. This is an exciting opportunity to welcome new talent into our dedicated curatorial and programme team and support artists, curators, writers, and others working in the visual arts in Wales.

Reporting to Letty Clarke, Curator of Public Programmes, and Nigel Prince, Director, the Network Facilitator will play a key role in the delivery and design of all network activity, as well as contributing to the design of the wider Artes Mundi public programme.

DUTIES AND RESPONSIBILITIES

The Network Facilitator will:

- Attend Network meetings and maintain an overview of

all Held-Space Network activity and be first point of contact with all artists as the project evolves, contributing support and creative input as appropriate

- Oversee and deliver all aspects of programme scheduling, coordinate logistics, manage internal/external briefings for effective delivery
- Support the Networks structural development, supporting them to decide on the frequency of meetings, allocation of budget and resources. This must be done in line with Artes Mundi's internal policies and procedures
- Support the Network's development in relation to any brand and communications development supported by Artes Mundi's Marketing & Communications Officer and other contractors as necessary
- Support the Network's membership development, ensuring the Network continues to invite in new members from across Wales
- Send regular email updates to the Network, including arranging meetings, assemblies and workshops, and sharing 'Artist Opportunities' that may be of interest to them
- Support the Network and Artes Mundi teams to evaluate the project, working with additional contractors as necessary, including supporting with gathering data and evaluating artists' experiences. All data and feedback can be used for future initiatives
- Assist with collating information for drafting reports and evaluation for Artes Mundi
- Contribute to all Artes Mundi Team and Programme Meetings while identifying further opportunities for the artists in the network to contribute to the Artes Mundi programme

THE PERSON

We are seeking an individual who has experience of working within the visual arts, is passionate about artist development and co-creative practice and can demonstrate a commitment to engaging with artists, writers and curators in contemporary visual arts within Wales.

We want to work with people who:

- Are open, curious and passionate about culture and the arts in Wales
- Are interested in sharing their ideas and are interested in listening to others
- 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 and Director, but you will also have contact and work with the whole Artes Mundi team. In addition, you will be in contact with the members of the Held Space Network, who in the spirit of co-creative practice, will offer feedback and insights that will support you in your role.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

At least five years' experience working within contemporary visual arts and working directly with artists. Someone whose lived experience of race, culture and racism within society (and more specifically the visual arts sector,) means they will be able to appropriately support the Held-Space members with care and empathy is highly desirable. A Welsh speaker is desirable.

SKILLS AND ABILITIES

- Facilitation of safe and brave spaces for collective sharing
- Facilitation of collaborative decision-making processes for groups of people
- Researching, organising and planning resources, opportunities and events, and producing finished projects while meeting timelines
- Managing projects and events
- Having a positive approach to solving problems
- Analysing, prioritising and organising their work independently as well as being part of the Artes Mundi team
- Enjoying learning new things and taking on challenges
- Working on multiple tasks at the same time
- Being passionate about culture and the arts, and their role in society
- Strong computer skills including MSOffice package including Word, Outlook and Excel
- Arts administration including; organisational procedures, working with databases, office and IT systems
- Organising and meeting priorities
- Working with people from different backgrounds across a wide range of levels and responsibilities
- Having good interpersonal and verbal communication skills
- Working both on own initiative and within a team
- Budget management, including supporting emerging artists and freelancers with basic administration (e.g., establishing invoicing for work completed)
- A flexible approach to work, considering the needs of

the organisation and colleagues in sharing your ideas and listening to those of others

- Ability to confidently advocate for yourself and others, or the ability to ask for support from others both inside and outside of Artes Mundi's staff team where necessary
- Ability to act and apply sound judgment and a positive approach to solving problems

Some of the skills you will further develop in this role include:

- Establishing collaborative decision-making in networks within the context of Wales
- Requirements of planning and realising ambitious national projects
- Experience of evaluation practices and how this can be used in future project planning and funding applications.
- Ability to think strategically and lead new innovative ways to develop communication for programmes
- Ability to build local, national and international professional relationships
- Developing written and verbal communication, team-working and negotiation skills

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

The Network Facilitator will work closely and collaboratively with the Curator of Public Programmes and the Director who will be responsible for ensuring you are fully supported in your work. You will have regular contact time via Zoom as well as meetings in person.

We are committed to providing an environment that nourishes meaningful participation and positive learning experiences. The advantages of being a small core team will allow you to have regular, weekly contact with key members of staff in addition to contributing to formal planning and programming meetings.

We will provide you with a workspace, computer and other usual equipment in our office at the National Museum Cardiff. However, under current circumstances emerging since the pandemic and its continuing repercussions, then you will be provided with a laptop, resources and reasonable adjustments to support working from home, in addition to any Access to Work support if needed. Artes Mundi is committed to ensuring you can do your best work and will be able to support access needs as appropriate within the available budget and resources.

You will have significant opportunities while in post to develop your networks. In addition to the support provided by Artes Mundi, there will be an opportunity to engage with international artists and curators and their representing galleries. We will also develop connections between you and other partners across Wales. Invitations to exhibition openings and creative networking, events and opportunities will also be part of the role.

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 we serve. 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 who are ethnically and culturally diverse, and WHO experience racism in our society, deaf, disabled and neurodivergent 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.

Please note that all interviews will take place online, using Zoom or alternative platforms on request. Further information and instructions will be given to applicants who are invited to an interview. The interview panel will include both members of the Artes Mundi team and members of the Held-Space Network. Financial support is available to anyone who requests assistance that will help them to participate in the interviews online.

TERMS OF APPOINTMENT

This position is offered as a 12-month contract on a free-lance basis. An inclusive fee of £10,400 is available for an anticipated 1.5 days/11.25 hours per week to be paid in monthly instalments by invoice.

Typical working hours are 9.30am-5.30pm. The post holder will be asked to deliver and undertake work on some evenings and weekends. Appropriate notice will be given. The position is Cardiff based. The Artes Mundi office is situated

at the National Museum Cardiff but all team members are currently working in part from home.

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 quoting **Network Facilitator** in the subject line. Alternative options for application are detailed in the guide notes in this document.

Closing date for applications: 12 noon, 28 April 2023

Interviews will take place: 5 and 11 May 2023 at times to be notified

Preferred start date: 5 June 2023 (although this can be discussed at interview)

We look forward to receiving your application.

GUIDE NOTES

Thank you for your interest in joining the Artes Mundi team. Please read through these guide notes and then complete the Application Form and Equal Opportunities Monitoring Form.

For any queries concerning the role, application, the forms or interviews, please contact Letty Clarke, Curator of Public Programmes, at letty.clarke@artesmundi.org and we can assist further. Please note, Letty Clarke works three days a week so please send questions in advance, and she will get back to you as soon as possible within her working hours.

Read the Role Description and Person Specification

The purpose, main duties and responsibilities of the post are set out in the job/role description and the knowledge, skills, qualities and experience we are looking for in the successful candidate are listed in the person specification. It is important to read all the information in these documents before completing your application.

Think about your Experience

Look at the activities involved in the vacancy. Ask yourself why you are interested in this position. Would it be a good career move for you? Is the move intended to broaden your skills and experience?

Think about what evidence you can provide to demonstrate you have the necessary knowledge, skills and experience from any context. Explaining your current (and previous) jobs or experience to someone else may help you uncover

'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure activities, hobbies or any other aspect of your life.

Completing the Form

Please do not attach CV, testimonials or copies of educational certificates to your application.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

The section headed 'Supporting Statement' is an important part of your application. In this section you will be asked to respond to the essential ideas and values relevant to the role. This is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. Don't merely state in your supporting statement that you have the qualities, knowledge, skills and experience required but provide us with specific examples of what you have done and how you believe these relate to the role.

Don't forget to proof-read your form and check for any errors before submitting it to us.

Alternative Formats

Regarding your 'Supporting Statement', you may wish to submit a video or audio recording as an mp4 file and of no more than 10 minutes duration in total instead of a written piece. Make sure that the recording has minimal background noise and that you speak clearly. Further information regarding this can be found under the section headed Supporting Statement.

If you opt to use this alternative format, the first part of your Application Form and Equal Opportunities Monitoring Form must still be returned to us via email. If you require any assistance with this, please do get in touch.

Interview

The interviews for this post will take place on **5 and 11 May 2023** at times to be arranged.

All interviews will take place online using Zoom or alternatives if necessary.

If you are unable to make this date or need to use a different platform, let us know and we will work with you to look at an alternative.

Further information and instructions will be made available to applicants invited for interview. At this stage you will be able to give details of any special arrangements or adjustments you would require enabling you to participate in our interview selection process effectively.

Equal Opportunities Monitoring Form

All applications must be accompanied by a completed Equal Opportunities Monitoring Form. The form will be separated from your application when received and will play no part in the process.

If you are applying for a post involving 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 the withdrawal of an offer of employment.

NETWORK FACILITATOR

Application Form

Reference no For office use only

Network Facilitator

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

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 Network Facilitator at Artes Mundi working specifically on the Held Space Network for Global Majority Artists in Wales.

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.

Refer to the guide notes above for further assistance.

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?
- How you have supported networks previously
- 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 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 with “Network Facilitator” in the subject line.

Reference no For office use only

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

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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 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