**This information is available in alternative formats. Call 020 7613 6900 or e-mail** [**jobs@graeae.org**](mailto:jobs@graeae.org) **for details.**



**Application Pack – Artist Development Administrator**

Dear Applicant,

Thank for your enquiry regarding the above position with Graeae Theatre Company.

**Graeae** is a force for change in world-class theatre, breaking down barriers, challenging preconceptions and boldly placing disabled artists centre stage. We are now looking for committed and enthusiastic Artist Development Administrator to join our dedicated team.

As Artist Development Administrator, you will be supporting a bold new initiative to connect artists and venues across the country and particularly in the North and Midlands. You will be working with partner venues Nottingham Playhouse, Leicester Curve, Hull Truck, Cast Doncaster, Bolton Octagon, Live Theatre Newcastle, Northern Stage and Shakespeare North Playhouse. You will be the first point of contact for many Deaf and disabled artists coming to the organisation for the first time. This is a rare opportunity to open the door to valuable resources for artists; giving independent projects the resources they need to thrive.

If you identify as Deaf or disabled under the Social Model of Disability or have an in-depth understanding and appreciation of access barriers to working in the arts, then this role could be for you. Graeae offers an exceptional package of employee benefits and there will be opportunities to grow in the role.

Enclosed in this application pack you will find:

* Application guidance notes and advert
* Company information
* Job Description & Person Specification
* Summary of terms and conditions
* Application form
* Monitoring form

Your completed application should be marked confidentialand sent to [jobs@graeae.org](mailto:jobs@graeae.org) or by post to JOBS, Graeae Theatre Company, Bradbury Studios, 138 Kingsland Road, London E2 8DY. The Monitoring Form will be removed from your application before shortlisting and will be used for statistical monitoring purposes only.

The **closing date** for receipt of applications for this post is **10am, Thursday 5 November 2020**. Short-listed candidates will be invited for **interview** on **23-24 November.**

Should you have any questions or would like information in an alternative format please do not hesitate to contact us. I look forward to receiving your completed application.

Yours faithfully



**Kevin Walsh**

Executive Director

**Guidance Notes for Applicants**

**The Application and Selection Process**

Application for this position is by completed **application form**.

The purpose of completing the form is to enable you to be shortlisted for interview. Completed application forms are matched against the requirements set out in the Job Description and Person Specification to create a shortlist of candidates who will be invited for interview.

Please study the Job Description and Person Specification carefully before completing your application form. **Whether or not you are shortlisted for interview will depend on how well you can demonstrate that you meet the criteria listed.**

You may find the following information helpful:

* We are only accepting electronic applications for this position (via email). We ask that you also return the monitoring questionnaire, as this helps us to ensure equality of opportunity.
* Due to current physical distancing measures in place, all interviews will be held via Zoom, so you will need access to a computer with a webcam and microphone or a smartphone. You do not need a zoom account but will need access to reliable internet connection and an up-to-date browser.
* Study all the information you have been sent about the job and carefully read through the questions you need to answer before you begin to complete the form.
* Make sure that your application is specific to the job you are applying for. General responses you have prepared before may not address the specific requirements of this post.
* Don’t send your CV instead of completing the form in full – CVs will not be accepted.
* Think about the extent to which you possess the knowledge, skills and experience detailed in the Person Specification. You should then use the form to provide relevant information which demonstrates how you meet the requirements - use examples.
* Make sure that you complete all sections of the application form.

Your completed application must reach Graeae by **10am, Thursday 5 November 2020**. Please note that we are unable to accept applications after the closing date and time unless by prior agreement.

**Shortlisting** will take place immediately after the closing date. We will go through your application in detail looking for specific evidence that you have the experience, knowledge and skills required to undertake the job successfully. It is unlikely that you will be selected for interview if you haven’t provided specific evidence, supported by relevant examples.

**Due to the high number of applications we receive, it is not possible for us to respond to every application.** If you have not received an invitation to interview within three weeks of the closing date, you should assume that your application has been unsuccessful on this occasion (five weeks over Christmas). If you want to check that your application has safely arrived please email [jobs@graeae.org](mailto:jobs@graeae.org)

**Interviews and Other Selection Methods**

**Interviews** will take place on **23-24 November 2020**

We would normally ask applicants to complete a skills/aptitude test at interview but as this is not practical under current circumstances we may ask you to complete a piece of writing (untimed) on the date of the interview. We would not expect you to spend more than 30 minutes on this task. More information will be made available when you are invited to interview.

A standard interview with a panel of 3 people, including the position’s line manager. The interview will last approximately 30-40 minutes. At the end of the interview, you will also be given some time to ask a few questions yourself.

A letter will give full details of what the selection process will involve.

If you have any **Access** requirements that need to be met to enable you to attend an interview, you will be sent an access audit when your interview is confirmed, please mention them then. If you need to submit your application in an alternate format or you have any areas of concern relating to your access needs please let us know at [access@graeae.org](mailto:access@graeae.org).

**Equal Opportunities**

Graeae’s equal opportunities policy permeates all aspects of our work, informing actions and attitudes towards employees, volunteers, directors, freelance workers, participants, audiences and service users.

Graeae positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment.

We invite you to complete the separate monitoring questionnaire to enable us to evaluate the effectiveness of our recruitment policy and processes and ensure fair treatment. The information you provide will also help us to identify any barriers to recruitment. Your answers will be treated in the strictest confidence and used for statistical monitoring purpose only**. Your completed form will not be seen by those responsible for short listing and will not, therefore, form part of the selection process.** Please do not staple the questionnaire to your application form. Although we would like you to complete the monitoring form, you are not obliged to and your application won’t be treated less favourably if you choose not to complete it.

**With this role, we are seeking applications from Deaf or disabled people or applicants who have an in-depth understanding and appreciation of access barriers to working in the arts.**

We also acknowledge our responsibility to improve diversity and representation across the arts and bring different lived experiences into arts management. The artists that will come to us under this programme will have faced disablist attitudes through other schemes; they may also have experienced racism, homophobia, transphobia or persecution for some other aspect of their identity.

It is important that the ADA can demonstrate a sensitivity and open-mindedness to the additional social and cultural barriers Disabled people face and accept them as artists and rounded human beings.

Please note:

* We can provide access support in completing your application form and attending interviews. Please contact Lizzy Leggat [lizzy@graeae.org](mailto:lizzy@graeae.org)
* You will not be asked about your access requirements at interview, though you may be asked about your knowledge and experience of working with Deaf and/or Disabled artists

Graeae follows the social model of disability, you will need to be familiar with this at interview. We recommend Drake Music’s excellent “Understanding Disability” series <https://www.drakemusic.org/blog/hdekretser/understanding-disability/> if you would like to learn more.

* If you would like to see Graeae’s Equal Opportunities policy please contact [jobs@graeae.org](mailto:jobs@graeae.org)

**Questionnaire**

**Data Protection**

We take the privacy of your data seriously. We will process your data in accordance with our job applicant privacy notice, available on our website at https://graeae.org/about/recruitment.

**Disclosure & Barring Service Checks** Graeae undertakes work with schools and with vulnerable adults. As part of the recruitment process, Graeae will assess the likelihood of a new post-holder coming into contact with children and/or vulnerable adults. Each of the post-holders it deems to have possible contact will result in the post-holder/successful candidate being subject to a satisfactory DBS check before being confirmed in post. This process will still apply in the event of an internal candidate moving into a new post within the organisation.

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**Artist Development Administrator**

**Job Description**

**Job Purpose**

To administer the delivery of Graeae’s national artist development programme, working closely with artists, practitioners, formal education partners and arts organisations.

**Line Manager:** Artist Development Manager (ADM)

**Responsible for:** None

**Job Role**

* Ensure effective, accurate and smooth administration of Graeae’s artist development strands, including the Beyond programme
* Assist with the financial administration of the programmes
* Work alongside the ADM to engage with and uphold best practice approaches to inclusive delivery and accessible practices
* Assist the ADM in artistic consultations with artists
* Assist the ADM in building and maintaining strategic partnerships
* Administrate activities and resources, for example diary management, travel arrangements and accommodation for artists and ADM
* Working alongside the ADM and Marketing Team to promote artist development projects
* Working alongside the ADM to uphold efficient monitoring and evaluation systems
* Uphold databases in compliance with the Data Protection Act
* Plan and organise meetings including taking notes and circulating minutes
* Assist the Access Team in co-ordinating all access support and materials for the department

**General**

* Travel across England, when safe to do so, to support artist development projects
* Promote diverse leadership in the arts and demonstrate an understanding of intersectionality
* Adhere to Graeae’s policies and practices as set out in the Staff Handbook
* Develop productive working relationships with colleagues, artists, practitioners and mentors, both internal and external to Graeae
* Undertake training as appropriate
* Undertake other duties as directed

**Artist Development Administrator**

**Person Specification**

Essential

* Identify as Deaf or disabled under the Social Model of Disability or have an in-depth understanding and appreciation of access barriers to working in the arts, as well as how these barriers may be addressed
* Passion for the development and nurture of talent in the arts
* Experience of creating and maintaining effective, accurate administrative systems including budgeting and databases
* Excellent communication skills, both verbal and written. (NB Graeae recognises that this can be achieved by various means, e.g. through a third party communicator)
* Ability to self-motivate, organise and prioritise work load
* Excellent IT skills across a range of PC based software packages including Microsoft Office
* Experience in problem solving both creatively and pragmatically
* An understanding of the importance of confidentiality and basic understanding of GDPR policies
* Understanding of and commitment to equal opportunities, as outlined in the Equality Act 2010
* Experience of working with Deaf or disabled people
* An understanding of the additional social and cultural barriers encountered by Deaf and disabled artists; including disablism, racism, homophobia or persecution for some other aspect of their identity.
* An openness to travel within England, when safe to do so.

Desirable

* Passion for digital platforms and social media
* Interest in regional theatre
* British Sign Language skills

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**Artist Development Administrator**

# Summary of main terms and conditions of service

*Contract:* This is a part time (3 days per week), fixed term post of one year, with possibility of extension

*Salary:* The salary offered is £13,200 per annum pro rata (£22,000 FTE) and is payable monthly.

*Hours:* This is a part-time post of 21 hours per week, plus one hour for lunch. Graeae's opening hours are 8.30am – 6.30pm. Hours are flexible within that period, but must be agreed in advance with your line manager.

Occasional evening and weekend work as well as over-night stays away from the company base in London is required. There is no overtime payable but time off in lieu (TOIL) of hours worked may be taken in negotiation with line manager.

*Location:* Graeae’s offices are in Hoxton, London and you will need to travel to base at least once a month when it is safe to do so. We are particularly open to receiving applications from London, The North, North East, North West or East Midlands as regular travel to those regions will be part of the role.

*Probation:* Confirmation of employment is subject to a 3-month probationary period.

*Notice: T*he period of notice from either party is one week during the probationary period and two months thereafter.

*Pension:* On the condition the employee contributes 3%, Graeae makes a contribution to the company's designated stakeholder pension scheme equivalent to an additional 7% of gross salary.

*Holiday:* The post holder is entitled to 19.8 days paid holiday per annum inclusive of public holidays (33 FTE). Holiday entitlement may not be carried forward and there is no cash alternative except at termination of employment.

*Training:* Graeae has a training policy and is committed to developing staff, encouraging them to expand their skills during their employment with the organisation.

*Other Benefits:* Graeae participates in the Cycle to Work scheme. Holiday, sick and parental leave are all over the required minimum.

# Application Form

**Artist Development Administrator**

This application form uses single column tables with rows for adding specific information. If you are using screen-reading software and would prefer a format without tables please contact us on 020 7613 6900 or email [jobs@graeae.org](mailto:jobs@graeae.org)

**1. General information**

Surname:

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| First name: |
| Address: |
| Telephone: (day) |
| Telephone: (evening) |
| Telephone: (mobile) |
| Email: |
| Do you have any objections to being contacted at work? (please delete) |
| What is your preferred means of communication? (please delete) |

**2. References**

Please give the name of two referees. One should be your present or most recent employer.

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| --- |
| *Referee 1*  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |
|  |
| *Referee 2*  Name: |
| Position: |
| Address: |
| Telephone: |
| Email: |
| How long has this person known you: |

## 3. Education and qualifications

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| --- |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |
| Dates (from / to): |
| Name of School/College/University: |
| Qualifications / Exams taken: |

## 4. Training and professional development

Please use the space below to provide information on any professional development or vocational training (both formal and non-formal). Please give date, training provider and details of qualification or experience gained. (Continue on a separate sheet if necessary).

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## 5. Current employment

Please give details of your present or most recent employment.

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| Employer: |
| Your job title: |
| Date appointed: |
| Date left: (if applicable) |
| Please give details of your duties: |

## 6. Previous experience / employment history

Please list, in the separate rows below, other posts held or relevant experience, both paid and voluntary, starting with the most recent. Please give dates (from - to), employer, position held and main duties.

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## Continuation sheet (if required).

**Previous experience / employment history**

Please give dates (from - to), employer, position held and main duties.

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**7. Information in support of your application**

Please use this space to tell us what your reasons are for applying for the job, how your experience supports your application, and anything else that you believe relevant. Please make direct reference to the person specification and use **no more** than 1,000 words to complete your response.

**8. Criminal Convictions**

Do you have any Criminal Convictions, not including those considered ‘spent’ under The Rehabilitation of Offenders Act 1974? (please delete)

YES / NO

**9. Right to Work in UK**

Graeae has a legal responsibility to ensure that all new recruits have the right to work in the UK. If appointed you will be asked to provide original documentary proof of your right to work in the UK which will then be copied to file. Failure to supply documentary evidence when requested will result in a delay in appointment.

**10. Qualifications**

If appointed you will be required to provide original documentation of any qualifications that are a requirement of the post, these will then be copied to file.

**11. Declaration**

I confirm that all the information provided in this application form, together with any other information that I may provide during the course of my application, is true and accurate to the best of my knowledge and belief. I understand and agree that any information I provide may be verified through personal or written contact in whatever manner is considered appropriate by Graeae and that any false or misleading statement may be sufficient cause for rejection or, if appointed, dismissal.

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| Signed: |
| Dated: |

(If you are submitting your application form electronically you will be asked to sign the declaration if selected for interview.)

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**This information is also available in alternate formats.**

***Please return this form to:***

**jobs@graeae.org**