

Graduate Traineeship

Full time: 35 hours per week

Fixed term contract : until 31st September 2022

Salary: £18,500 Per Annum / £10 per hour (Voluntary Living Wage)

Location: The Garage, Northlight, Brierfield, Pendle, East Lancashire

Hours of work: 35 hours per week, 5 days per week (with occasional evening and weekend work required)

Deadline for applications: 12 noon on the 21st September 2020

Shortlisting date: 23rd September 2020

Interview date: 30th September 2020

Overview

In-Situ, in partnership with PHLP, is seeking a graduate trainee to work alongside the team to support our programme of socially engaged arts activity. The trainee will provide support with the planning, delivery and monitoring of events, project administration and engagement support.

This is a great opportunity for a recent graduate or equivalent who wants to forge a career in the arts, particularly in socially engaged and environmentally focused practice. You will receive input and relevant training around social arts practice, working directly with communities and in partnerships. This role will enable you to build skills, knowledge and understanding of how to devise, develop, deliver and manage projects and programs.

We are seeking a highly motivated and forward-thinking person, interested in collaborative art approaches and social arts practice. This is an amazing opportunity for the right candidate to spend 18 months developing skills in the development and delivery of community and environmentally focused arts projects.

You will gain an insight and understanding of how ideas are developed from conception to realisation and knowledge of arts administration and production processes whilst building practical and interpersonal skills needed to work the public arts sector.

The selected candidate will work collaboratively with a small and supportive team in a non-hierarchical setting and be given support through an agreed mentoring programme with In-Situ's core team.

In-Situ is embedded in Pendle, which benefits from a multi-cultural community and we encourage applications from people based in the region and applications from diverse backgrounds.

Key Tasks

You will be working closely with our programme coordinator and alongside the wider team to support programme planning, facilitation and delivery, project administration, events support, outreach and engagement support as well as the general day to day running of the organisation.

Key tasks include:

- Supporting the planning and delivery of a diverse program of activity and events.
- Administrative support to Program Coordinator such as: maintaining records, recording audience data, supporting with evaluation, emails, venue hire and bookings.
- Participating in creative decision making.
- Helping set up, support and dismantle events efficiently through to completion.
- Attending meetings and acting as a second point of contact to the Program Coordinator.
- Supporting the documentation and monitoring of events and the wider program.
- Supporting community engagement and audience development.
- Building and maintaining relationships through direct work with community groups, partners, artists and other practitioners.
- Identifying and building opportunities in the local community and wider sector.
- Supporting the development of upcoming projects, building relationships with potential partners, artists, venues and community groups.
- Research and support with developing new funding and income generation opportunities.
- Undertaking research and training as required.
- Attend and support both internal and external events with occasional evening and weekend working.
- Maintaining up to date knowledge of social art practice, environmental / ecological practice and local and wider opportunities.

As part of the In-Situ team you will:

- Act as an ambassador for In-Situ and ensure all work is carried out in adherence with In-Situ's methodologies, ethics, values and safeguarding processes.
- Work alongside visiting artists as part of the In-Situ in-residence programme and support them if and when necessary.
- Contribute to team development by sharing relevant knowledge and skills.
- Collaborate, where necessary, with In-Situ volunteers and partners.
- Work respectfully with all members of the team and contribute to a positive and supportive working environment.
- Interact positively with participants, volunteers and any other agencies involved with In-Situ.
- Keep up to date with all on-going projects and projects in development.
- Support with general office admin duties and enquiries.
- It is expected that you will show a presence in the locale: attending local meetings and events, and participating activities, for example artists events/workshops and Pendle youth forum.
- Attend and contribute to team meetings.

- Support general housekeeping, including welcoming visitors.
- Carry out other duties as reasonably requested
- Work to In-Situ's code of ethics - <http://www.in-situ.org.uk/ethics/>

Each week you will:

- Give updates of your progress at team meetings
- Keep a diary of work to evidence progress of tasks
- Keep accurate timesheets of hours of work.

Skills, Knowledge & Experience

We are looking for a new team member who:

- Can demonstrate a high level of personal motivation.
- Can work independently and as part of a small team
- Has a passion for contemporary art and / or socially engaged practice and/or environmental / ecological practice.
- Has great communication skills; written and conversational
- Enjoys working in collaboration and as part of a team
- Is friendly and outgoing
- Has strong planning and organisational skills
- Has a good working knowledge of IT
- Is positive and respectful
- Is able to work out of office hours (evenings and weekends) when occasionally required.
- Candidates must possess the ability to engage with people of different ages and backgrounds
- Is open to, and confident in their ability to work in different settings: in around the community, at our base at The Garage in Brierfield and in working from home as needed.

Personal Specification

Requirements	Essential (E) or Desirable (D)
Qualifications	
<ul style="list-style-type: none"> • A BA or equivalent experience in a creative subject and/or ecology based subject • Able to demonstrate a commitment to and understanding of current arts practice, and/or socially engaged practice 	<p>E</p> <p>E</p>
Experience	
<ul style="list-style-type: none"> • Working as part of a team • Ability to work on own initiative with little supervision • Working with the public • Events delivery • Working with diverse and or/ hard to reach communities • Creating digital content • Working in an arts organisation • Project administration 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Knowledge & Skills	
<ul style="list-style-type: none"> • Knowledge of contemporary art and/or socially engaged practice and/or Environmental / ecological practice • Ability to communicate effectively, verbally and in writing • Excellent time management, organisational and presentation skills • Project coordination skills • Ability to work well with others and show a positive attitude in the work place • IT – basic MS Office, Mac office programs • Ability to work in an adaptive and responsive way • Accuracy and attention to detail • Experience social media and digital platforms • Photography and/ or video editing skills 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Personal Attributes	
<ul style="list-style-type: none"> • Friendly and outgoing • Willingness to learn • Ability to problem solve • Cooperative • Versatile • Commitment to developing a career in the arts or ecology sector 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

How to apply:

Please email your CV **plus either** a cover letter (max. 1 page) or short recorded film (no more than 3 minutes) outlining your interest and suitability for this role as well as any past experience you have, relevant to the role to: sophiem@in-situ.org.uk by: **12 noon on the 21st September 2020**

* **Please note that the start date, and exact nature of this role is dependant on the developing situation with Covid 19 however we hope to have our graduate working with us by the end October 2020.**