



## Job Description

**Job title: Programme and Communications Manager**

**Salary:** £25,000 plus 3% pension

In addition to this SSW is committed to staff development and a training programme will be identified through regular appraisals with the director. The role includes an allowance for research travel.

**Hours:** 37.5 hrs per week over 5 days including some evenings and weekends

**Contract:** Full time permanent post

**Reporting to:** Director

**Managing:** Interns and freelance project staff

**Deadline for Applications:** 10am, **Friday 13th July 2018**

**Date for Interview:** Please note that candidates selected for interview will be informed by **Wednesday 18th July** and that the interview date is **Thursday 26<sup>th</sup> July**. We can not offer Skype interviews for this position. Please advise in advance if you will be unable to attend in person on this date.

**Dates for handover:** 13<sup>th</sup> – 16<sup>th</sup> August 2018.

**Commencement of role:** September 2018.



## About SSW:

Scottish Sculpture Workshop SSW is a facility based within the rural village of Lumsden, Aberdeenshire. Through artistic experimentation, collaboration and the sharing of ideas tools and skills SSW empowers artists to make. The core programme is formed through the facilitation of artist residencies, the delivery of artists projects, the provision of public workshop facilities. We do this with support of both national and international partnerships. SSW is dedicated to promoting dialogue that considers its rural locale within a globalised society.

Contemporary sculpture is a diverse, expanded and relational practice, which embraces both traditional and innovative skills and contexts, and takes both material and immaterial forms. We are committed to the transformative role of arts practice, with a particular emphasis on the role of artists and institutions to address social, political and environmental issues.

The SSW programme operates within local and international networks, delivering residencies and projects. We believe our highly rural location allows us and supported artists a unique perspective for exploring the most pressing issues of the 21st century.

Our overarching critical framework for 2018-21 explores notions of *how we can live together?* We explore this throughout all aspects of our activity; from the informal rituals that emerge within the lived experience of our residency programme through to the plans we create in the development of our phase 2 capital work. This question also provides us with a framework for listening and paying attention, an instruction for collectivity and a focus to explore our relationship with the environment.

## SSW Values:

For nearly 40 years SSW has been a site for empowerment and exchange. We continue to build on this ethos and remain committed to these founding ideas. The values that underpin our work are to:



- Create a respectful, compassionate and kind mutual learning environment where people feel able to express their ideas, make without judgement and ask questions without fear of reprisal.
- Believe everybody has significant, valuable skills to bring to the SSW site and programme.
- Provide a space where people can speak and make, safely and securely.
- Common making skills and equipment; we ensure the tools, facilities and knowledges held within SSW are accessible to all.
- Place the practice of listening as core to our working methods
- Be ethical and fair in all of our work.
- Place equal value on all our work whether at a local, regional, national or international level.

### **Purpose of role:**

This is a great job opportunity for someone who is enthusiastic, driven and has a strong contemporary art knowledge. It is a rare chance to manage the delivery of the SSW programme and have space to be ambitious with it. We are also looking for someone who is interested in communications and sharing the wide range of work we do at SSW with our diverse audiences based locally, nationally and internationally. The successful candidate will possess good communications, organisational skills and have some experience working within the arts.

This role is an integral position within the SSW team. It involves working closely with the Director, Office and Finance Manager and SSW technicians to develop and deliver the SSW programme and overarching communications strategy. Developing and maintaining our international networks and an ecological approach to working are fundamental to SSW's programme. There will be opportunities for research and travel to support development in these areas as well as access to training towards developing SSW's communications strategy if required.



**The Programme and Communications Manager is responsible for the management of:**

- SSW's International Residency Programme
- Delivering the SSW communications and digital strategy across the organisation and its related activities.
- Supporting community engagement at SSW.
- Contributing to and assisting in the delivery of SSW's wider artistic programme.

**Residency programme:**

The residency programme is made up of:

- A curated residency programme selected through open call (Summer - May - August, Winter - Jan - March)
- Open Access
- Student Groups
- Graduate Award Programme
- The Lumsden Residency
- Talks programme (running alongside the summer or winter residency).
- Project specific residency activity

The key responsibilities include:

- Strategic development and management of the SSW residency programmes in line with the SSW vision, Equality, Diversity and Inclusion policy and business plan.
- Marketing and advocacy of the residency programmes locally, nationally and internationally.
- Inducting residents to the site (in collaboration with technicians) and supporting their travel and arrival plans.
- Meeting and welcoming artists and guests.
- Ensuring strong communication between office, residents and technicians in order to best support resident artists.
- Being the first point of contact and support for residents from enquires, application, delivery and evaluation.



- Devising and delivering a light programme of support and group work for resident artist groups.
- Ensuring set budgets are adhered to, well managed and reported.
- Maintaining strong relationships with partners, artists and staff.
- Capturing both qualitative and quantitative information on the residency programme and developing methods to evaluate the impact of the programme.
- Managing the selection and delivery of the SSW Graduate Award Programme in collaboration with Scotland's art schools.
- Working closely with the SSW team to ensure the programme is delivered within the capacity of the organisation.
- Curating and hosting the SSW talks programme as part of the Summer or Winter Residencies as relevant to the wider artistic programme.

SSW is also looking to increase its funded residency opportunity for artists throughout 2018 and onwards. The Programme and Communications Manager will work with the Director to identify opportunities for developing the residency programme with potential partners and funders.

### **Delivering the SSW communications and digital strategy across the organisation and its related activities.**

Communications at SSW encompass the sharing of specific programmes set up to support artists, makers and creative practitioners (through residency, DIY project and internships, commissioned projects and our work with the local communities) as well as articulating SSW's wider, collective approach to shared learning and making.

Key responsibilities include:

- Planning, developing and delivering effective marketing campaigns through developing and utilising our database, our website, publicity and printed material.
- Carrying out day-to-day management of our website, ensuring that it is engaging, informative, up to date, and consistent in ethos, language and tone of SSW.



- Working with SSW freelance designer to manage print and publications.
- Delivering SSW's social media plan.
- Working with the SSW team to ensure information on our database is accurate, up to date and monitored regularly.
- Undertaking the role of GDPR Officer and ensuring best practice around data protection.
- Collecting data and ensuring that it is collated for funding reports and monitoring.
- Manage programme archives, public folders and other resource materials for use by the organisation

**Supporting community engagement at SSW by:**

- Coordinating a community advisory group to inform the further development of opportunities delivered in collaboration with local partners and individuals.
- Being the main point of contact for the local community and sustain and develop local relationships.
- Supporting the delivery of local projects as required.
- Ensuring strong relationships with local partners especially in relation to collaborative projects i/e the Lumsden residency.
- Co-ordinating local groups for specific projects.

**Contributing to the delivery of SSW's wider programme through:**

- Managing SSW's Internship Programme.
- Ensuring sustainability practices and approaches are implemented within SSW's programme and site operations including undertaking the role of Green Champion.
- Supporting the director and wider SSW projects and events as required.
- Attending board meetings twice a year and compile the Programme Managers quarterly report.
- Documenting of SSW activities and management of archive (alongside the Director).
- Liaising with SSW cleaning staff and technicians to ensure the SSW site is kept in a good condition.



We ask that all duties are carried out in line with SSW's shared values statement and observes data protection laws.

SSW reserves the right to vary duties and responsibilities according to the needs of the organisation.

## **Knowledge and Experience**

### **Programme**

- Degree level qualification in contemporary visual arts or relevant experience within the arts sector.
- Engaged in current debate around contemporary arts ideally with particular knowledge or interest in ecology, feminist pedagogies and making practices.
- Good communication skills and ability to work with a diverse range of artists and stakeholders.
- Proven track record of developing a strong artistic programme and/ or supporting artists within the arts.
- Proven ability to critically engage in artists practice.
- Good facilitation skills.

### **Communications**

- Knowledge of how to develop and implement a marketing, communications and digital strategy.
- Experience of using wordpress, managing databases and interpreting analytics.
- Working knowledge of Adobe suite, e.g. InDesign & Photoshop.
- Excellent written and verbal communication skills – including an ability to proof and edit copy to a high standard of detail.
- Ability to hold and manage the marketing and communications budget and plan expenditure strategically.



## Person Specification

- Collaborative worker.
- Finds enjoyment in supporting artists and critically engaging with contemporary practices.
- Ability to work and communicate with a wide range of artists, participants and audiences.
- Organised and flexible approach to multiple tasks and experience of working to deadlines.
- Strong knowledge of Scotland based artists and makers.
- Enthusiasm for working in a highly rural environment.
- Ability to network effectively locally, regionally and nationally in order to build and maintain partner relationships.
  
- Enthusiasm and commitment to equal opportunities practice.
- Flexible, with ability to accommodate changes in working days including some evening and weekend events if necessary.
- Heartfelt desire to be thoroughly knowledgeable about SSW, its ethos and approach to learning and making.

## Applications

All applicants should use our online application form (link on website page) to apply and we advise you to complete your application offline until it is ready to be submitted, as the contents of the form cannot be saved before submission. You will be asked to submit:

- A recent CV
- 500 word outline of why you think you are suitable for this role and how you could develop SSW's programme and communications.
- The names and contact details of two recent referees (including your most recent employer if applicable). Please note they will not be contacted until the job has been offered.

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If you have problems using the online submission platform please contact email:  
[admin@ssw.org.uk](mailto:admin@ssw.org.uk)

The SSW website contains information about SSW's various projects, residency programme, schools and community activities to date and as such, will provide you with a good general overview of the organisation.

[www.ssw.org.uk](http://www.ssw.org.uk)



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