



Thank you for your interest in working at Scottish Sculpture Workshop (SSW) in the new role of **Programme and Communications Fellow**.

This fixed-term role is one of fifty across the UK supported by the Weston Jerwood Creative Bursaries (WJCB). The programme aims to make the arts a fairer and more inclusive place to work, by supporting early career artists, producers, curators and creatives from working class or 'lower socio-economic' backgrounds to progress in their careers. There is more information about the WJCB programme and eligibility in Section 8 of this job pack.

At SSW, this role has been formed in recognition of the intersecting barriers people in Scotland face to working in the arts, particularly within rural Scotland, due to their race and/or ethnicity and socio-economic background. At SSW, we believe that we need to take positive actions to start to break down these barriers, along with the systems and structures that reinforce them. You can find out more about this in Section 6 of this job pack and in the FAQs on our website.

Please apply for this role using the online application form. The closing date for applications is **12 noon (12pm) on Monday 7 December 2020**. Interviews will take place in 2 stages - the first will be online on the 14 & 15 December 2020, followed by in-person visits at SSW for shortlisted candidates on 13 & 14 January 2021. The start date for this role is Monday 22 March 2021.

If you have any questions relating to the role or this job pack, please don't hesitate to get in touch on [admin@ssw.org.uk](mailto:admin@ssw.org.uk) or 01464 861372. We would love to hear from you.

## Job pack contents

The different sections of the job pack listed below are available in smaller, more digestible, sections on our website. You can also find these in large print and as audio recordings [here](#).

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### 1. Important information and key dates

Role title:	Programme and Communications Fellow
Salary:	£21,000 plus 5% pension
Hours:	37.5 hours per week over 5 days, 9am – 5pm (0.5 hour lunch break)
Holidays:	30 days + 2 weeks closure during winter break (10 days bank holidays are taken during this period)
Contract:	Fixed term – 1 year
Location:	Lumsden, Aberdeenshire
Responsible to:	Jenny Salmean, Programme and Communications Manager
Role benefits:	Participation in the Weston Jerwood Creative Bursaries programme, including in the professional development and peer network. A mentor of your choice (out with SSW) for additional support throughout the fellowship and additional access support fund. There is more information about the WJCB programme in Section 8 of this job pack.
Flexible working:	We are aware that everyone has different commitments in their work and home lives and we are open to requests for varied working hours or work patterns. These will be considered taking into account the impact on the organisation and work colleagues.

We would be happy to discuss this with you if you have any questions prior to application.

Relocation: On site self-catering accommodation for a fixed period of 3 months, plus financial support up to £250 for relocation costs if needed.

### **Key dates**

Deadline for application:	Monday 7 December 2020, 12 noon
Notification of interviews:	w/c 7 December 2020
Remote interviews:	14 & 15 December 2020
In-person visits:	13 & 14 January 2021
Start date:	Monday 22 March 2021

## **2. About Scottish Sculpture Workshop (SSW)**

SSW is an arts organisation based in Lumsden, Aberdeenshire. We empower artists and communities through collective learning and skills development.

Our programme and rural workshops support experimentation, alternate knowledge production and artistic desire. We question the narratives of our location and critically engage with the urgent issues of our time, through artist-led projects, residency, open access and international collaboration.

We build meaningful connections with the material world and each other.

Read more about [our vision and values on our website](#).

## **3. About the role**

As the Programme and Communications Fellow, you will work closely with the SSW team, artists, project partners and our local community in Lumsden. We will work collaboratively on artist-led projects and artist residencies, communication and administration among other tasks.

In all areas of this work, you will be an active part of our collective conversations, decision making, caregiving and collaborative learning, and your perspectives and ideas will feed into the activities of the organisation.

We want to work with someone who is passionate about the potential of the arts in supporting social justice, and someone who is excited to work with and support artists. You should be practical and down-to-earth, comfortable working collaboratively and

open to mutual learning and exchange. We hope that you will be interested in our workshop facilities, international working and our upcoming programmes, and are committed to working in and learning from a rural context.

#### **4. Skills and experience we are looking for**

The Weston Jerwood Creative Bursaries are specifically for people who identify as coming from a lower socio-economic background. By this we mean as working class or from lower-income backgrounds. There is more information about this in Section 8 of this pack.

We are looking for someone who is at an early stage of their career and is based in Scotland, who can bring diverse experiences and skills to the role. These could come from experience at work (in the arts or other sectors) or could come from things you do in your spare time. These could also come from a personal artistic practice, volunteering, personal interests and/or lived experience, among others.

Together with areas of work which focus on equalities, diversity and inclusion, addressing structural barriers to the arts and accessibility, this role will involve working on artist-led projects which centre the work and experiences of Black, Indigenous and People of Colour (BIPOC) within rural Scotland (see section 5 for more details). The successful person must therefore have an understanding of the lived experiences of Black, Indigenous and People of Colour as this is a current gap within the majority white SSW team.

Experience, skills and abilities:

- Enjoy working with others, open to mutual exchange and learning
- Skilled in organising and planning ahead, for projects and your own workload
- Enjoy meeting new people, able to understand and support their diverse needs with sensitivity and generosity
- Good at thinking on your feet and adapting to change
- IT confident, ideally with MS Office, Google Drive and digital communication platforms (we can provide training if not, but you must be comfortable working on a computer)
- Able to balance multiple priorities and work constructively as part of a small team
- Keen to develop your writing skills for varied platforms and audiences
- Good attention to detail
- Be active in your learning and comfortable taking initiative

Personal attributes and interests:

- Have an understanding of the lived experiences of Black, Indigenous and People of Colour
- Have a practical, hands on and down-to-earth approach
- Committed to equalities, diversity and inclusion

- Passionate about addressing structural inequalities in the arts in Scotland
- Keen to work with and support artists
- Interest in and some knowledge of the arts in Scotland (this could include writing, theatre, contemporary art, live art, sound or music among other art forms)
- Interested in SSW's workshop facilities, international working, rurality, accessibility, environmental concerns, and exploring the points at which these intertwine

## 5. Programme

### Overview

Over the coming year, we are rethinking how we work at SSW - in our programme strands and our governance. Part of this will be working towards a shift in how the organisation is structured in order to better care for, represent and support a diversity of artists and local communities in our work and decision making. This work will build on research developed with support from the [RESHAPE network](#) and will continue through our BE PART programme and work on fairer governance in the arts over the coming years.

In order to be able to make this shift we have recognised the need to foster a team at SSW that includes and represents the experiences of multiple and intersecting identities. The successful candidate for the Programme and Communications Fellow must therefore come from a lower socio-economic background (as recognised in the WJCB funding) and have an understanding of the lived experiences of Black, Indigenous and People of Colour (BIPOC). Although 25% of the team already identify as coming from a lower socio-economic background, including members at senior and Director level, we are a majority white team, so this is an evidenced gap in representation.

As the Programme and Communications Fellow, we hope that you will feed into this work, as well as supporting on:

### BE PART Fieldworks and Evaluation

In 2021-22 our artist-led projects will be part of Art Beyond Participation (BE PART), a Large Cooperation Project part-funded by Creative Europe and developed by a network of 10 arts organisations across Europe, including SSW.

We will be working with [artist collective Myvillages](#) and artist Jack Tan on two of three long-term 'Fieldworks'. As the Programme and Communications Fellow, you will support on the production and development of these Fieldworks and be active in the creative decision making and production of other Fieldwork projects.

SSW is coordinating the evaluation of the BE PART project, working with researchers and external evaluators Dr Sophie Hope and Henry Mulhall. You will also support in this process.

### Residency

We are currently developing our residency programme at SSW, considering the impacts of COVID-19, Brexit and the climate crisis, alongside our commitment to accessibility and representation of diverse identities at SSW. You will work alongside Jenny to research and create the residency content and formats, support structures, administration and communications with the intention of making and holding space better for people who are currently underrepresented in our residency programmes.

### Other programmes

You will support on the planning, co-ordination and communications for our courses programme and Open Access.

### Communications

Alongside the team you will work on a new communications plan for SSW. This will be a creative and hands-on process that will centre function, language and accessibility. General communications work will involve writing text for platforms including web, social media and print for diverse audiences, laying out documents and updating the website.

### General

You will work on programme and communications administration and support overarching areas of work, such as EDI and environmental planning and action.

We are working with Glasgow Women's Library to develop long-term and integrated Equalities, Diversity and Inclusion planning, policy and action at SSW. Alongside the rest of the team, you will contribute to our planning and feed into this development.

We are a small team, so you must be willing to pitch in and help each other with lots of different things when necessary.

## **6. Equal Opportunities and Access**

We are committed to creating a team that reflects the diversity of lived experience in our society. We actively encourage people who are underrepresented in the arts to apply for jobs at SSW and are particularly keen to receive applications from Black, Indigenous and People of Colour, and disabled candidates.

To achieve equal opportunities in all stages of our recruitment practices we are taking positive actions. These include:

At application:

- Rewriting our job packs and shifting the language we use
- Creating a more inclusive application process, with no requirement for CVs and the choice to submit in various formats
- The creation of additional resources to support applicants in writing an application, such as FAQs and audio recordings
- Considerate advertising of jobs to encourage those who do not see themselves represented to apply
- Offering time to talk to potential applicants to support in thinking about or articulating how their experiences are transferable to the role
- All disabled candidates who demonstrate that they meet the required skills and experience for the role will be invited for an interview

At interview:

- Creating budgets to support access at interview stage (in person / remote)
- Bringing artists into the selection and decision-making process
- Ensuring interview panels are more representative of diverse and intersecting identities

On decision making:

- Offering feedback and additional support to unsuccessful applicants where possible

We encourage all applicants to complete our equal opportunities monitoring form as this helps us measure the diversity of our organisation and our work.

## **7. How to apply**

The deadline for applications is Monday 7 December, 12 noon.

The following section is intended to support you to make a strong application, by providing us with the information we need to best understand how you meet the requirements of the role.

- Read this carefully before completing your application
- Submit your application before the deadline. Get in touch with us if you are having problems submitting on time.
- When you finish submitting your application you will receive a confirmation message.

Please apply for this role in a format that feels most comfortable for you, either text, video or audio. We have no preference and will only evaluate the content of each application, not its production.

### **Support with making your application**

Please contact us at SSW if you have any questions about this role, if you have technical difficulties or you have any access requirements that we can support you with in the application process.

If you would like support in thinking about or articulating how your experiences are transferrable to this role, you can make a time to speak with one of our team who is not involved in the recruitment process. Please email [admin@ssw.org.uk](mailto:admin@ssw.org.uk) with your name, phone number and what you would like to talk about and we will arrange a suitable time.

### **The application form**

- The form does not save as you are filling it in, so we advise you write your answers into a separate document, save it on your computer, then copy and paste your answers or recording links into the form in case you lose your connection or refresh the page while you are filling it in.
- The application form allows you to include links and any related passwords for recorded applications.
- If for access reasons you would prefer to not submit through the online form, there is a .doc and .pdf copy of the questions [available here](#). Once complete, email the completed form to [jenny@ssw.org.uk](mailto:jenny@ssw.org.uk) with “Programme and Communications Fellow application” in the subject, before the deadline.
- In each section there is an indicated word count or recording duration. This is to give you an idea of how much to say and how in depth we expect your answer to be. Please try and tell us everything that is relevant within the word count.
- If there is another format that would support you to do your best application then please get in touch via [admin@ssw.org.uk](mailto:admin@ssw.org.uk) and we will work with you to try and make it possible.

### **The questions**

1. Your name
2. Your pronouns - tell us how you like to be referred to, for example they/them, she/her, he/him or any others.

3. Write or record a letter to the team at SSW. This is the main part of the application and we have broken down what we would like you to tell us about below.

a) Why do you want this job?

- Tell us about what you found exciting when you were reading this job pack. What is it about the role that appeals to you?
- Think about SSW. Give us a specific example of an existing project or area of work at SSW and tell us what interests you about it and why. It might help to look at our website and past projects if you are unfamiliar with the organisation.

b) Tell us how you are a good match for the skills and experience we are looking for. You can tell us about things that relate to your work or life experience.

- Think about each of the points in the experience, skills and abilities section and give us examples of when you have used or learned each of these things.
- Think about each of the points in the personal attributes and interests section and tell us how you match these. Again, try to give us examples or tell us how these things are present in your life.

c) Tell us how you would benefit from this role and how it fits with your ambitions.

- Look at what the role offers and think about SSW's remit. Tell us what you would learn from the role.
- Look at the additional support offered through the Weston Jerwood Creative Bursaries (see section 8). Tell us how this would support you to progress in your career.

4. Please share the name and contact details of someone who can offer a reference for you.

- This should be someone who knows you through education, employment, volunteering or personal interests, not someone related to you or a close friend. Think of someone who has worked with you doing something relevant to this role.
- Remember to ask them if they are ok with you sharing their name and contact details. We will only contact them if you are selected for the role.

5. Equal opportunities questions.

Please complete these questions, as the answers to these questions help us learn who is engaging with this process and who is underrepresented in the organisation.

Answers to these questions are treated confidentially.

## **Selection process**

The applications will be read by at least two members of the SSW team. When we review the applications we will consider:

- The case made against the required skills and experience, personal attributes and interests for this role.
- How you would benefit from this opportunity and how it could support you towards your ambitions.
- The case made for your interest in working at SSW and engagement with the programme.

We will score your application based on the three considerations above.

## **Remote interview**

If you are shortlisted we will contact you by email in the w/c 7 December to invite you for a remote interview on 14 or 15 December 2020.

We have decided to carry out a 2-stage interview process to support more face-to-face meetings with people applying. At this point we will want to hear more about the experience and skills you refer to in your application and more about why you have applied for the role. We may ask for examples to understand how you would approach the job. The remote interviews will be with Jenny Salmean, Programme and Communications Manager at SSW and BE PART Fieldwork artist Jack Tan.

The remote interviews will use a platform such as Zoom or Skype. We will provide you with questions beforehand so you can think about what you would like to tell us. We will also ask you to think of some questions for us. We will speak with each person for 30 minutes maximum.

If you identify as disabled (we follow the social model of disability) you are guaranteed a remote interview at this stage – we recognise the additional barriers you experience and want to address the underrepresentation of disabled people in our team and the arts more widely through this positive action.

We have a budget available to support reasonable access needs for the remote interviews if required. This could include, but is not limited to, captioning, childcare costs or paying someone who knows you well to sit beside you and support your participation. We will work with every person participating in a remote interview on a case-by-case basis to support your needs, as much as possible.

## In-person visits

Two people from the remote interviews will be invited to visit SSW on either the 13 or 14 January 2021. We have decided to do this because we feel it's important for you to meet us and visit SSW, to get a sense of how we work and live here and see if it's for you. We will start the day with a short discussion around your interests and passions, with Jenny, Jack and Sam Trotman (SSW Director). Afterwards, the interview process will end and you will be free to get to know the wider team, go for a walk and make something in the workshops.

We will cover reasonable travel costs for this visit. There is an access budget available to support you in visiting, for example if you need to bring someone with you or pay for childcare among other needs.

## Outcome

The outcome of the selection process will be confirmed by Wednesday 20 January 2021. We will offer written or verbal feedback for all interviewed applicants. If you would like feedback at this stage, please request it by Wednesday 27 January 2021.

We recognise the work and time involved in this process and want to continue to support shortlisted candidates. If you are unsuccessful at the second stage, we will offer further support to help you get to where you want to be.

All offers of employment will be contingent on satisfactory references. Under the Asylum and Immigration Act we are required to check that everyone employed by SSW has the legal right to work in the UK. We will ask you to provide proof of this at the second interview stage.

## 8. About the Weston Jerwood Creative Bursaries

### Weston Jerwood Creative Bursaries Programme 2020-22



This document is available to read in [Easy Read format](#), listen to as [an audio recording](#) or watch in [BSL video](#).

#### **Cymraeg**

Os byddai'n well gennych chi ddarllen fersiwn Cymraeg o'r testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi wrando ar y testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi weld fersiwn Hawdd i'w Ddarllen o'r testun hwn, cliciwch [yma](#).

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](#).

## Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with organisations like the one you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability, gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from low socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

## What is a low socio-economic background?

If you are from a low socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and inclusion, and the actions we are advocating for, in this [Toolkit](#).

## How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities [here](#).

## What will you get from the programme beyond the job?

- **Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from low socio-economic backgrounds. We call this a network of 'Fellows'. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won't be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.
- **Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development.

A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.

- **Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You'll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.
- **Progression:** Throughout the programme, you'll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.
- **Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on [sarahg@jerwoodarts.org](mailto:sarahg@jerwoodarts.org) or 07944 903989 in advance of making an application. Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.



*The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England's Transforming Leadership Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, The National Lottery through Creative Scotland, British Council, Jerwood Arts and PRS Foundation*