

## Communities Producer at Scottish Sculpture Workshop Job Pack



**Deadline for applications:** Wednesday 2 July, 12 midday

**Applicants Notified:** w/c 7 July

**Interview:** Thursday 17 July

**Role to commence:** August preferred

If you require any access or technical support with the application process or other formats please contact [arts@ssw.org.uk](mailto:arts@ssw.org.uk)



**Aberdeenshire**  
COUNCIL



## About SSW

### Vision

SSW expands the possibilities of what sculpture can be – continuously working towards positive social and environmental change.

### Mission

SSW is embedded in our rural location, with a global outlook and reach. Our artist residencies and locally focussed programmes are set up to rethink and push material and skills based learning, prioritising process and opening up our workshop space as a site where community, creativity and nourishment are a driving force in all that we do.

### Values

#### Transformative access

Time and space to make is transformative and should be accessible to all. We prioritise access across our site and programmes. We commit to work with partners, communities and professionals to ensure that barriers (physical, environmental and organisational) at SSW are identified and broken down.

#### Listen, learn and make change

SSW believes that we are all simultaneously learners and teachers and that learning is enabled by working together in a safe and supportive environment. As an organisation we actively work to listen, (un)learn and reimagine what is possible in resistance to dominant narratives.

#### Collaboration and skill sharing

We work together with collective aims and approaches, valuing the unique perspectives, lived experiences and skills that are held by those we work with. We are here to support artists and our local community and bring together their diverse knowledge and skills to create an open and empowering environment.

#### Respect and empowerment

Our collective learning makes us powerful! We want to empower each other to shape new visions for the world and believe that this is only possible with respect for ourselves, each other and the environment.



## About The Role

**Job Title:** Communities Producer

**Salary:** £28,000 - £32,00 (pro rata) + 5% employers pension contribution

**Hours:** 0.8 (4 days per week - 30 hrs per week) this may include working weekends and evenings as required to meet the needs of the programme.

**Contract:** Permanent Position

**Responsible to:** Programmes & Partnerships Director

**Holiday:** 22 days a year + 9 bank holidays (bank holidays to be taken over the set winter closure in December/ January).

**TOIL:** Overtime is paid through TOIL which must be outlined and agreed in advance with the line manager.

**Place of Work:** This role is based at Scottish Sculpture Workshop (SSW) in Lumsden, Aberdeenshire. You may also be required to deliver the programme at other locations.

**Conditions of employment:** This role includes regulated work and as such the successful candidate will only be contracted following a successful PVG check from Disclosure Scotland.





## Job Overview

This role is responsible for the collective development and delivery of the [Community Making Space \(CMS\) programme](#) at SSW which aims to create community connections and positive change through making. Within this role the selected candidate will work with SSW's Community Advisory Group and local community members, the SSW team and other partners in co-creating and delivering a regular programme of making skills and social gatherings. This includes weekly making sessions, monthly Clay Socials, regular young people's art clubs (during the school holidays) as well as wider creative community celebrations.

This year there is also a strategic focus on:

- Co-creating a development programme for Community Advisors, young people and local facilitators
- Developing the SSW Materials Garden and supporting the integration of this into the wider SSW programme
- Furthering translocal (international) community making connections
- Increasing collaborative approaches to evaluation

The CMS programme is in part supported by Aberdeenshire Council and looks to enhance community health and wellbeing for adults and young people through the delivery of creative sessions and skills development.



## Job Description

The Communities Producer is responsible for:

### Community Making Space programme development and delivery

- Work with Community Advisors, SSW and other stakeholders to develop the CMS programmes inline with their needs, SSW ambitions and action plans
- Facilitate regular creative sessions that respond to community needs and interests
- Develop and sustain strong working relationships with local groups and knowledge holders
- Build translocal/ international connections through the programme
- Support freelance artists to deliver aspects of the programme - including contracting, session planning, sourcing and ordering materials and hosting
- Ensure appropriate risk assessments, permissions and consents are in place for all activity inline with SSW policies
- Keep in regular contact with local partners and coordinate quarterly partner meetings alongside writing accurate minutes and ensuring resulting actions are undertaken
- Coordinate the Lumsden Community Fridge and outreach
- Prepare food for CMS activity
- Support the development of the SSW Materials Garden and the integration of this into the wider SSW programme
- Ensure appropriate evaluation for CMS activities

## **Supporting SSW's Community Advisory Group and other Community Members, Freelance Artists, Young People and Making Session Leaders**

- Support and facilitate relevant stakeholders to develop the CMS programme informed through regular outreach and creative, community engagement sessions
- Support, grow and maintain our Community Advisory Group through co-developing learning, networking and social opportunities
- Identify group skill development needs and opportunities to further these
- Provide appropriate inductions to SSW

## **Communities Programme Communications**

- Share processes and outputs from the CMS programme for SSW's website, social media and print marketing.
- Use Adobe Creative Suite to create printed and digital programme publicity
- Liaise with the Programme Producer on digital content and deadlines
- Ensure effective local marketing is implemented
- Ensure the physical Community Making Space is inviting, informative and up to date highlighting the work being undertaken within the space alongside sharing relevant information.
- Connect the programme with local schools, groups and relevant local events through informative and creative outreach

## **Programme Evaluation and Reporting**

- Report on the CMS programme using both qualitative and quantitative measures inline with SSW's reporting deadlines and needs of the organisation and funders.
- Report CMS spend inline with set budgets including the appropriate filing of receipts and invoices and updating budget sheets as required.
- Keep accurate documentation including photographs, video and written formats with appropriate permissions.





## Person Specification

We are looking for a creative, friendly and motivated person who has a proven track record of developing and delivering arts programmes within community settings with a focus on making. We particularly welcome applicants with a strong understanding of and commitment to community-led change and development.

### Essential

- Proven experience of producing arts programmes in community settings through co-creation with a range of stakeholders.
- Ability to build translocal community partnerships
- Strong facilitation, making and communication skills with experience of supporting individuals, groups and peer exchange
- Commitment to expanding Equity, Diversity, Inclusion and Access to workshop facilities and community learning programmes
- Experience of managing set budgets
- Able to work with a range of people and understand and support their diverse needs
- Strong digital skills with an ability to use Google Business Suite and Adobe Creative Suite in particular Indesign

- Flexible approach, with an ability to accommodate changes in your working days
- Commitment to community-led change

**Desirable**

- Knowledge of the areas local to SSW and local community groups/ networks close by or has worked within a similar rural context and wants to relocate to West Aberdeenshire.
- Clean driving licence
- Interest in the skills held by local communities in North East Scotland
- Gardening / plant knowledge
- Interest in furthering the use of sustainable and local materials





## About SSW's Site and Surrounding Area

SSW is the former village bakery that was developed into Scottish Sculpture Workshop by artist Fred Bushe in 1979. We have recently completed Phase 1 of the capital programme through which we have renovated the; ceramics studio, artists studio, Community Making Space, shared office space, artists accommodation and onsite Bothy. In addition we have also developed ramped external pathways and added accessible accommodation as well as new areas to establish a materials garden. The SSW site also houses a metal fabrication workshop, plaster room, an outdoor forge and stonecarving area and a sauna. The Communities Producer will manage the Community Making Space and Materials Garden programmes.

SSW is located in Lumsden, a small village in North East Scotland with around 400 inhabitants. In Lumsden, there is a village hall supported by active and engaged volunteers, a primary school and car garage with a small shop. The village is surrounded by farmland, moorland and hills including The Buck and Tap O'Noth rising to the North and West, and Bennachie to the East. We are on the A97 main road between the towns of Alford and Huntly. Lumsden is a 15 minute drive from the Cairngorms National Park, and a short drive to many castles, whisky trails and a wide range of outdoor facilities and pursuits. The North East coast has beautiful beaches and cliff walks, while more locally there are lots of historic sites to explore. The nearest city is Aberdeen. It is approx. one hour's drive to the south east with train stations within a 20 minute drive of SSW.

## How to apply

Please [apply using this online form](#) where you will upload a cover letter, telling us, either in writing of no more than two pages or in a video of up to 5-minutes in length:

- Why you would like to become the Communities Producer at SSW and what you can bring to the role
- Why the role excites you and what you hope to gain from the post
- Details of your experience and how you meet the points outlined in the job description and person specification
- Earliest available start date
- The names of two referees (only contacted after seeking permission)

Please also complete our Equal Opportunities Monitoring form (this is for monitoring purposes only and will be detached from your application).

If you would find it more accessible to complete any part of this application in a different format, please email [arts@ssw.org.uk](mailto:arts@ssw.org.uk)

## Non-discrimination at SSW

At SSW we recognise the historic and ongoing omission of diversity within both the arts and technical fields across Scotland and our role within this. We believe this lack of diversity has led to narrower visions for what sculpture can be and who is able to make and enjoy it. We are committed to a culture of diversity, equity, and inclusion and providing equal opportunities for everyone, regardless of their background. We welcome applications from all backgrounds including, but not limited to, those who identify as from marginalised backgrounds based on any protected characteristic including age, race, gender identity or sexuality, disability or long-term health condition, pregnancy, maternity or marital status, religion or belief, and socio-economic background or class identity.