

Engage Engage

Bringing people Scotland
and art together

Please contact scotland@engage.org if you would like this document in a different format. Engage are committed to equality and diversity in employment, and all aspects of their programmes and operations.

Youth Arts Coordinator

Engage Scotland is looking for a freelance Youth Arts Coordinator to co-design and coordinate our visual arts/youth arts programme between February 2021 – March 2022.

If you're dedicated to breaking down barriers to access to the visual arts for young people, this is an exciting opportunity to work with Engage Scotland as we seek to:

- support young people, visual arts organisations/galleries, and freelance artists in Scotland to respond to and recover from the COVID-19 pandemic
- tackle some of the pre-existing concerns around youth arts engagement with the visual arts that have been exacerbated by the COVID-19 pandemic
- enhance the current capacity of the youth arts infrastructure within the visual arts/gallery sector in Scotland
- demonstrate new, innovative and creative models of working with young people, with a particular focus on tackling inequality, and in response to further barriers to engagement with the visual arts created by the COVID-19 pandemic.

Bringing additional capacity and expertise to Engage Scotland between February 2021 - March 2022, the Youth Arts Coordinator will develop and deliver the two main phases of this programme:

- initial scoping research and consultation to understand what the visual arts sector infrastructure needs to support youth arts as it emerges from the Covid-19 pandemic
- using the learning from that research to inform at least 2 exemplar youth-led visual arts projects, funded through Engage Scotland's Targeted Youth Arts Funding grant from Creative Scotland.

The anticipated outcomes of this programme will be:

- organisations in the visual arts/gallery sector are more confident in offering creative visual arts opportunities for the benefit of young people as the sector responds to and recovers from the COVID-19 pandemic
- young people who would not normally participate have the chance to take part in enjoyable and high-quality visual arts activities
- young people develop their skills for life, learning and work in and through the visual arts
- freelancers/creative practitioners are more confident and skilled up in engaging young people with the visual arts
- the visual arts sector as a whole benefits from:
 - updated/refreshed models of good practice in youth arts in the visual arts
 - a legacy of youth arts resources/case studies is shared via the Engage website.

Fee

A fee of £6,946 (including VAT) is available for an anticipated 27 days work at £257.25 per day, from February 2021 – March 2022.

Up to £320 is available for expenses against receipts (phone, travel, accommodation and subsistence, including costs of attending meetings and events and visiting partner organisations). We anticipate that most meetings and interviews will be held online, particularly during the first few months of the project.

Summary Terms and Conditions

Role: Youth Arts Coordinator

Reporting to: Engage Scotland Coordinator

Contract type: time-limited freelance contract for services. The Youth Arts Coordinator will be paid a fee on submission of invoices

Fee: £6,946 (including VAT) for an anticipated 27 days work at £257.25 per day, from February 2021 – March 2022. The Youth Arts Coordinator is responsible for their own tax and National Insurance

Location: The Youth Arts Coordinator will work from home and will be based in Scotland.

About the visual arts/youth arts programme

What

Engage Scotland has secured Creative Scotland Youth Arts Funding to develop a collaborative and responsive programme to support both youth arts infrastructure and project delivery in the visual arts/gallery sector as we emerge from the Covid-19 pandemic.

The programme will be shaped in response to consultation with the visual arts/gallery sector and young people which means that the youth arts activity element of the programme, and the visual arts organisations/galleries and other partners involved, are yet to be determined. A key part of the role of the Youth Arts Coordinator will be to scope out the projects and youth traineeships to be funded through this programme.

This programme will engage with young people aged 16 – 25, freelance artists, and at least 2 partner galleries/visual arts organisations across Scotland.

For more information about previous Engage Scotland projects with young people see <https://engage.org/happenings/celebrate-art/about-celebrate-art/>

Budget

The Youth Arts Coordinator contract and this project are fully funded by a Creative Scotland Targeted Youth Arts Funding Grant of £40,744 and no further fundraising will be required. We have allocated funding to support the Youth Arts Coordinator freelance contract, plus at least 2 exemplar youth arts/visual arts projects with associated youth traineeships alongside training, networking and sharing opportunities for the wider visual arts sector, external project evaluation and the creation of online resources to share emerging good practice.

When

We anticipate that the Youth Arts Project Coordinator will start work in February 2021 and that the contract will end in March 2022.

Engage Scotland anticipates the following outline timeline:

February 2021 – 4 days

Project scoping phase with gallery/visual arts sector, young people & other potential external partners

March 2021 – 3 days

Report back from scoping

Development of project approach/framework for youth arts project delivery

Call out for gallery/visual arts organisations to deliver funded youth arts projects

Evaluator recruitment process

April 2021 – 4 days

Gallery/visual arts organisation partners shortlisted, interviewed and recruited

Evaluator contracted

May – December 2021 - 11 days

Youth Arts project delivery starts

Training support for freelance artists agreed and facilitated where necessary

Ongoing project support, updates, sharing during the project phase

Evaluation ongoing

January – March 2022 – 5 days

Project evaluation and reporting phase

Final dissemination/sharing event for the wider visual arts/gallery sector

Preparation of resources/case studies.

Project Coordinator Role**The Project Coordinator will:**

- undertake initial scoping research and consultation to understand what the visual arts sector infrastructure needs to support youth arts as it emerges from the Covid-19 pandemic
- use the learning from that research to inform at least 2 exemplar youth-led visual arts projects, funded through Engage Scotland's Targeted Youth Arts Funding grant, during 2021
- support the co-design with young people and visual arts sector partners of these projects, for example by sharing relevant good practice
- support projects to employ paid youth trainees to work on their projects
- ensure fairly paid opportunities for freelance artists as part of the projects, with options to offer training where necessary
- spread the impact of this work through developing wider sharing, networking and training opportunities around youth arts for the visual arts sector in Scotland
- coordinate meetings and communication between Engage Scotland and any project partners
- work with the freelance project evaluator to finalise the project evaluation methodology and share it with the project partners
- keep a diary of key project dates and events and share between the partners
- support the Engage Scotland Coordinator in reporting to funders by producing regular progress reports
- support the Engage Scotland Coordinator in budget management for the project
- commission/collate material for online resources and or/write material. Work with the Engage Scotland Coordinator on the development of the online resources
- organise two sharing/training events during the project run
- contribute to a final sharing event.
- the Engage Scotland Coordinator and Engage Head Office Team will give logistical support such as issuing grant contracts and fee payments for partners and youth trainees and project and event marketing.

Person Specification

Essential

- Knowledge and experience of gallery/visual arts education
- Knowledge and experience of working with young people
- Knowledge of contemporary arts practice
- Knowledge and experience of arts project design, management and delivery
- Experience of managing budgets
- Excellent written and spoken communication skills
- Knowledge of galleries and visual arts sector in Scotland
- Experience of partnership working
- Ability to work autonomously.

Desirable

- Experience of facilitating training events
- Knowledge of participatory arts projects
- Knowledge of arts research projects.

To apply

Please send the following:

- A letter of no more than two pages explaining how your knowledge and experience meets the person specification and why you are applying for the role
- A current CV
- The details of two referees who have knowledge of your current or recent work (who will be contacted only when an offer has been made)
- Equalities and Diversity Monitoring Form.

DEADLINE FOR RECEIPT OF APPLICATIONS IS 10AM ON MONDAY 11 JANUARY 2021

Please send your completed application by email to scotland@engage.org with *Youth Arts Project Coordinator* in the subject line, to arrive by 10am on Monday 11 January 2021.

Interviews will take place by Zoom w/c 25 January 2021.

Candidates will be informed if they have been invited for an interview on Monday 18 January 2021.

You will be interviewed by Sarah Yearsley, Engage Scotland Coordinator and a member of the Engage Scotland Development Group. Interviews will be relaxed and shortlisted candidates will be provided with further information to help you to know what to expect at the interview, in advance.

Engage Scotland welcomes applications from sole traders/consultants and consultancies/visual arts organisations for this contract.

Please contact Sarah Yearsley, Engage Scotland Coordinator, scotland@engage.org, (Mon – Wed), if you would like an informal discussion about this role. Sarah will be on leave between 22 December 2020 and 5 January 2021.

About Engage

Engage is the lead advocacy and training network for gallery education.

We support arts educators, organisations, freelancers and artists to work together with communities in dynamic, open exchanges that give everyone the opportunity to learn and benefit from the arts.

Through our advocacy work and programming, Engage makes the case for access to and resources for visual arts and gallery education across the UK. We believe that, regardless of location or social circumstance, everyone should have access to the visual arts.

Engage Scotland represents the Scottish body of Engage members, responding to training and networking needs within gallery education with a Scottish focus.

<https://engage.org/engage-scotland/>



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